

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Incident, Injury, Trauma and Illness Policy

<b>Related documentation Policy/policies:</b>	Administration of First Aid, Dealing with Medical Conditions, Emergency Evacuation (includes Critical Incidents), Excursion (Motor vehicle), Child Protection
<b>Regulation/s/ Standards:</b>	National Regulations 85-87, 112, 168, 175-178. National Law 174 NQS 2.2.2
<b>Related procedures:</b>	Workplace Health and Safety (for Educators), Management of Records, Infection Control and Hand Washing, Supervision
<b>References:</b>	ACECQA Notifications SI01 Notification of a Serious Incident
<b>Date effective</b>	February 2018
<b>Date for review</b>	February 2020
<b>Purpose/s</b>	To protect the health, safety and wellbeing of children in care. To address our obligations to both the child's family and the Regulatory Authority when dealing with an Incident, Injury, Trauma or Illness. To ensure detailed, accurate documentation is made at the time of the incident and maintained for the required period of time.
<b>Responsibility</b>	Educators, Coordinators, Nominated Supervisor.

#### Key information:

- Current emergency contact details and the authority to seek emergency medical, dental or other treatment are required at enrolment. During the enrolment interview families will be informed that they need to update these details whenever they change.
- The Educator needs to keep a list of emergency service numbers displayed near their home phone or sign in area. Family emergency contact details should also be accessible but not displayed. It is recommended that the Educator store family emergency contact details on their mobile phone.
- The Educator must carry their mobile phone with them on all excursions and outings.

- If a serious incident occurs for a child in care the Educator should a) respond appropriately, applying First Aid and calling an ambulance if necessary and b) contact the family (and AFDC) as soon as practical.
- If, after an incident, a child is not well enough to remain in care, the Educator should advise their family that early collection is required.
- The Educator must immediately inform the Nominated Supervisor if the child requires medical or hospital treatment. The Service has 24 hours to notify the Regulatory Authority of any serious incident. If the incident occurs outside office hours, the Educator should call the service mobile (0417 550 072).
- If the incident occurs during office hours, the Educator should call the Coordination Unit for assistance. Coordination Unit staff will travel to the Educator's service to help provide relief care for the other children and contact their families.

### **Serious Incident**

*ACECQA's definition of a serious incident:*

- *The death of a child*
- *An incident that requires medical, hospital or dental treatment (including if a child has a convulsion, has uncontrollable bleeding or stops breathing)*
- *A child appears to be missing or unaccounted for*
- *A child has been taken or removed from the service*
- *A child has been locked in or out of the service premises*