

**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 (includes Motor Vehicle), Child Protection.
<b>Regulation/s/ Standards:</b>	Regulations 85-87, 168, 175-178, & 183 National Law 174.NQS 2.2.2
<b>Related procedures:</b>	Workplace Health & Safety (for Educators), Management of Records, Infection Control and Handwashing, Supervision.
<b>References:</b>	ACECQA Notifications S101 – Notification of a Serious Incident.
<b>Date effective</b>	<b>August 2020</b>
<b>Date for review</b>	<b>August 2022</b>
<b>Purpose</b>	To protect the health and well-being of all children in care.  To ensure that immediate action is taken in the case of any incident or case of injury, illness or trauma.  To fulfill AFDC’s obligations for ensuring that all incidents, injuries and traumas are accurately documented and notified to the child’s family and the Regulatory authority in accordance with the National Regulation.
<b>Responsibility</b>	AFDC Board of Directors, management, Nominated Supervisor, Coordinators and Educators and families of children.

**Key information:**

**Families**

- When enrolling children in AFDC or when circumstances change, families must ensure that the following information is provided for each child in care:
  - Accurate contact information for parents and guardians;
  - Authorised emergency contact details for use where a family member is unable to be contacted,
  - Emergency medical and dental contacts,
  - Details of any medical condition from which the child suffers, and a Health Management Plan, where required,

- Written permission for emergency medical attention to be sought for the child, if necessary;
- Families must notify their Educator of any infectious disease that the child has recently contracted and of any accidents or incidents which may impact on the Educator's ability to care for the child.

### **Educators**

- Educators must keep contact details for emergency services accessible at all times (preferably close to their sign in area);
- Family contacts and those of their emergency contacts should be accessible, but not on public display (it is recommended that they be kept in a mobile phone);
- Educators must carry their mobile phones with them at all times when undertaking excursions.

### **Authorised Provider/Coordination Unit**

- A representative of the authorised provider must be contactable whenever children are in attendance at an AFCD service;
- All Educators must be provided with an out of hours contact for the authorized provider;
- The Educator induction processes will ensure that all Educators are aware of their responsibilities in the event of an incident, injury, trauma or illness;
- All Educators must have ready access to AFDC's Incident, Injury, Illness and Trauma Report Record;
- The authorised supervisor must ensure that the family of a child is notified as soon as possible, but no later than 24 hours, after an occurrence to a child;
- If the incident occurs during office hours, a representative of the authorised provider will travel to the Educator's premises to provide support as required;
- If the incident occurs outside of office hours, the Educator should contact AFDC's emergency phone and request support from the person on call;
- The authorised supervisor must ensure that the Regulatory Authority is informed of any incident, injury, trauma or illness which requires medical attention within 24 hours of its occurrence;
- The authorised supervisor must ensure that incident, injury, trauma or illness records are stored securely until the child concerned is 25 years of age.

### **Procedures to be followed in the case of an Incident, Injury, Trauma or Illness**

- Educators should respond appropriately to all incidents, injuries, illnesses and trauma, administering first aid and providing care and comfort to the child prior to the arrival of the family or an ambulance;
- If the incident is serious, call an ambulance immediately and notify the child's family and the authorised provider;
- Educators must Implement the child's current Health Management Plan, where required;
- Parents/guardians and the authorised provider must be notified of all incidents as soon as is practicable;
- If a child is not well enough to remain in care, the educator should contact the child's family or authorised emergency contact so that the child may be collected from the service;
- Educators must ensure ongoing supervision and support of all other children in care;
- AFDC's Incident, Injury, Illness and Trauma Report Record must be thoroughly completed by the Educator as soon as is practicable. Educators should retain a copy for their records and submit original to the approved provider not later than 24 hours after the occurrence;
- The cause of any incident, injury or illness should be reviewed and appropriate action to remove the cause if required.

### **Timeframes for Reporting**

<b>Report to be made to:</b>	<b>Timeframe:</b>
Parent Guardian of child	As soon as practicable, but not later than 24 hours
Authorised Supervisor	Immediately or as soon as practicable
Regulatory Authority	Within 24 hours of the incident occurring