

ARMIDALE OUT OF SCHOOL HOURS CARE

Incident, Injury, Trauma and Illness Policy

Related documentation: Policy/policies:	Administration of First Aid, Dealing with Medical Conditions, Emergency and Evacuation (Includes Critical Incidents), Excursion (includes Transport of Children), Child Protection.
Regulation/s/ Standards:	Regulations 85-87, 168, 175-178, & 183 National Law 174.NQS 2.2.2
Related procedures:	Workplace Health & Safety Management of Records, Infection Control and Handwashing, Supervision.
References:	ACECQA Notifications S101 – Notification of a Serious Incident, Research & Resources.
Date effective	November 2023
Date for review	November 2025
Purpose	To ensure clear lines of action are identified to effectively manage an event involving a child becoming injured, ill, or involved in an incident.
Responsibility	Board of Directors, Management, Nominated Supervisor, Educators and families of children.

Key information:

The safety, health and wellbeing of children is a paramount consideration for our service. The Board of Directors and management will use their best endeavours to see that the Nominated supervisors and Educators receive relevant and up-to-date training to ensure they can effectively respond to incidents, injuries, trauma and illness.

Care will be taken when assessing the seriousness of an incident and if there is a need for emergency services to be contacted.

Armidale Out of School Hours care believes that keeping families informed is paramount: families will be notified of any serious incident involving their child at our service as soon as possible. In the event of an incident, injury, trauma or illness, we will undertake a review (including a risk assessment) and take any appropriate action to remove or rectify the cause if required.

High levels of supervision will be maintained and ratios will be met at all times and supervision plans will be regularly reviewed. All educators and staff will be provided with the necessary resources to respond to incidents and injuries.

Confidentiality is important and will be maintained at all times.

Responsibilities of Families

- When enrolling children in Armidale Out of School Hours Care 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;
 - Authorisation in the child's enrolment form for the approved provider, nominated supervisor or responsible person to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service Emergency medical and dental contacts,
 - notify the service upon enrolment of any specific health care needs of the child, including any medical conditions and allergies and any medical management plans that need to be followed
- Families must notify the service of any infectious disease or illness that has been identified when the child has been absent from the service, that may impact the health and wellbeing of other children, educators, staff or others attending the service .
- Families must ensure any medical management plans at the service are kept up-to-date.
- Families must collect the child as soon as possible when notified of an incident, injury, trauma or illness.
- Families should be contactable, either directly or through emergency contacts listed on the enrolment.
- Families should provide notification when the child is ill and will be absent from their regular program.

Responsibilities of Armidale Out of School Hours Care Management

- Management will ensure that an enrolment record is kept for each child which contains all the prescribed information.
- The Business Manager or Nominated Supervisor will be contactable whenever children are in attendance at the service.
- All Educators will be provided with out of hours contact details for the Business Manager.
- Armidale Out of School Hours Staff Induction process will ensure that all Educators are aware of their responsibilities in the event of an incident, injury, trauma or illness.
- At least one educator, staff member or nominated supervisor who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management and emergency asthma management training will be in attendance at all times and immediately available in an emergency.

- In the case of an incident, accident or injury, Management or the Nominated 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.
- Management or the Nominated 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;
- Management 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

- The Nominated Supervisor or Responsible Person will 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.
- The Nominated Supervisor or Responsible Person must implement the child's current Health Management Plan, where required.
- Parents/guardians and the nominated provider must be notified of all incidents as soon as is practicable.
- If a child is not well enough to remain in care, the Nominated Supervisor or Responsible Person should contact the child's family or nominated emergency contact so that the child may be collected from the service.
- The Nominated Supervisor or Responsible Person must ensure ongoing supervision and support of all other children in care.
- Armidale Out of School Hours Care's Incident, Injury, Illness and Trauma Report Record must be thoroughly completed by the Educator as soon as is practicable. This record must be counter signed by the child's parent or guardian and the original submitted to the Business Manager 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

Report to be made to:	Timeframe:
Parent Guardian of child	As soon as practicable, but not later than 24 hours
Nominated Supervisor	Immediately or as soon as practicable
Regulatory Authority	Within 24 hours of the incident occurring
Commonwealth Dept. of Education	Within 24 hours of the incident occurring