

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 Evacuation and Lockdown, Enrolment and Orientation, Authorisations and Refusals, Excursions (includes Motor Vehicle Transport), Providing a Child Safe Environment.
Regulation/s/Standards:	Regulations 165, 174, 174A, 85, 87, 89, 95, 97, 103, 104, 117, 161, 168 – 172, 177, 183. National Quality Standard Areas 2, 3 and 7. Child Safe Standards 1 – 10
Related procedures:	Administration of Medication Procedure, Workplace Health and Safety (Educators), Infection Control and Handwashing, Management of Records, Supervision.
References	ACECQA Australian Government – Staying Healthy: Preventing infectious diseases in ECEC services.
Date Effective:	January 2025
Date for review:	January 2028
Purpose:	To work to minimise and manage incidents, injury, trauma and illnesses that affect children being educated and care for at Armidale Out of School Hours Care 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:	Approved Provider, Management, Nominated Supervisor, Coordinators, Educators & Families.

Key Information:

The safety, health and wellbeing of children is a paramount consideration for Armidale Out of School Hour Care (OSHC).

We will use our best endeavours to ensure that:

- The Nominated Supervisor, Coordinators and Educators receive relevant and up to date training to so that they can effectively respond to incidents, injuries, trauma and illness.

- Care is taken when assessing the seriousness of an incident and whether there is a need for emergency services to be contacted.
- Families are notified of any serious incident involving their child at AFDC as soon as practicable.

Roles and Responsibilities:

Approved Provider

- To ensure that the Nominated Supervisor, and Responsible Persons hold a current approved first aid qualification and have undertaken current approved anaphylaxis management and update their CPR training every year.
- To ensure that an enrolment record is kept for each child which contains all prescribed information.
- To take reasonable steps to ensure that the Nominated Supervisor, Responsible Persons and Educators are aware of their responsibilities in the event of an incident, injury, illness or trauma and follow all Armidale (OSHC) policies and procedures.
- To ensure that a representative of AFDC management is able to be contacted by the Armidale OSHC Nominated Supervisor and Responsible Persons Educators whenever there are children in care.
- To confidentially store an incident, injury, trauma and illness record until the child is 25 years old.
- To ensure that information is recorded as soon as possible, and within 24 hours, after the incident, injury, trauma or illness of a child.
- To ensure that completed medication records are kept until three years after the child's last attendance.
- To ensure that a parent or guardian of the child is notified as soon as practicable, but no later than 24 hours after the occurrence of all incidents, injuries, trauma or illnesses.
- To ensure that the Business Manager or Children's Services Manager use their best endeavours to notify a parent or guardian of the child immediately after the occurrence of all but minor incidents, injuries, trauma or illnesses.
- To notify the regulatory authority of a serious incident online using the NQAITs – S101 Notification of Serious Incident Form within prescribed timeframes.
- To ensure that copies of this policy and related procedures are readily accessible to the Nominated Supervisor, Responsible Persons and Educators and available for inspection.
- To notify families at least 14 days before changing this Policy if the change will:
 - Affect the fees charged or the way they are collected,
 - Significantly impact Armidale OSHC's education and care of children or
 - Significantly impact the family's ability to access the service.

Nominated Supervisor

- To hold current and approved First Aid, Asthma, Anaphylaxis and CPR training.

- To ensure that the Incident, Injury, Trauma and Illness Policy is implemented in Armidale OSHC.
- Ensure that each child's enrolment record includes authorisation by a parent or guardian for Armidale OSHC staff (Approved Provider, Nominated Supervisor and Responsible Persons) to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service.
- To inform the Approved Provider of any circumstances that arise that may pose a risk to the wellbeing, health and safety to the children in care, this can include cultural, operational and environmental risks.
- To ensure that information about the event is recorded in as soon as possible, and within 24 hours, in an Incident, Injury, Trauma and Illness Record.
- To use their best endeavours to notify the parent/guardian immediately in the event of all but minor incidents.
- Where the incident results in the child receiving medical, dental or hospital treatment, notify parents/guardians immediately and ensure the Regulatory Authority is notified online using the NQAITs – S101 Notification of a Serious Incident, within the related timeframes:
 - Within 24 hours of serious incidents, death of a child, complaint that the safety, health or wellbeing of a child was or is compromised, or that the law has been breached.
 - Within 7 days of any incident that requires the Approved Provider to close or reduce the number of children attending the service.

Responsible Persons:

- To hold current and approved First Aid, Asthma, Anaphylaxis and CPR training.
- To administer First Aid as appropriate within the parameters of Armidale OSHC's *Administration of First Aid Policy*.
- To always keep contact details for emergency services accessible.
- To keep parent/guardian details and that of their authorised contacts accessible at all times.
- To always have a charged phone accessible when children are in care, including when undertaking excursions.
- To notify the Business Manager or Children's Services Manager in the event of all but minor incidents.
- Notify parents/guardians immediately after a serious incident, injury, trauma or medical emergency. If parents are not able to be contacted to notify the child's authorised emergency contacts.
- In the case of a serious incident, injury, trauma or medical emergency, to ensure that emergency services are contacted in the first instance.
- If the Responsible Person deems that a child is not well enough to remain in care, they should contact the child's parents/guardians or authorised emergency contacts and request them to collect the child.

- To ensure that information about an incident ,injury, illness or trauma is recorded accurately, and as soon as possible, in an Incident, Injury, Trauma and Illness Record. The Record must include:
 - The child's name, date of birth and age.
 - The time and date the incident occurred, the injury was received, or the child was subjected to the trauma, or the apparent onset of the illness.
 - The circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms).
 - The name, signature and role of the person making the record, and the time and date the record was made.
 - Details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness.
 - The action taken by the service, including any medication administered, first aid provided, or medical personnel contacted.
 - The name of any person the service notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while attending an AFDC service and the time and date of the notifications/attempted notifications.
 - Signature of a parent or guardian to verify that they have been informed of the occurrence.
- To submit the completed Incident, Injury, Trauma and Illness Record to the Nominated Supervisor as soon as possible.
- To review the cause of any incident, injury, trauma and illness and take action to remove the cause or implement strategies to mitigate risk and improve practices.
- To be aware of children with allergies and their attendance days and apply this knowledge when attending to any incidents, injury trauma or illness.

Families

- To provide authorisation in the child's enrolment form for the approved provider, nominated supervisor or educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service.
- To be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring medical attention.
- To notify Armidale OSHC, upon enrolment, of any specific health needs of the child, including any medical condition and allergies and any medical management plans that need to be followed.
- To ensure that any medical management plans for children enrolled with Armidale OSHC are kept up to date.
- To notify Armidale OSHC Management if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care.
- To notify Armidale OSHC Management or the Nominated Supervisor when the child is ill and will be absent from care.

- To collect the child as soon as possible when notified of an incident, injury, trauma or illness.
- To notify Armidale OSHC Management or the Nominated Supervisor 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 the OSHC team or other children in care.
- If contacted by Armidale OSHC Management, the Nominated Supervisor or Responsible Person in regard to the child being injured or sick, parents or guardians are to assume responsibility for their child as a matter of urgency.