

Section:	Children's Health and Safety		
Policy:	Incident, Injury, Trauma and Illness	Policy Number	2.5
Quality Area/s	2	Related Policies	
Review Date	Feb 2015; Mar 2018 Nov 2021; April 23	Modifications	April 2023; Reviewed Policy
Date of approval	Mar 2015; Aug 2018 Dec 2021; April 2023	Next review Date	
Relevant Legislation			
Further Reading			

INTRODUCTION

The health and safety of children in education and care services is the responsibility of all school members. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the school by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Teachers and teaching assistants must consider the understanding of all of the elements of wellbeing and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

AIM

Our school will:

- develop program goals that promote the wellbeing of each student;
- establish procedures and practice that minimise the risk of harm to students;
- maintain communication with families ensuring that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
- ensure that records of any serious incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements;
- ensure that this policy is implemented in conjunction with our *Emergency Situations Policy*.

PROCEDURE

The Executive Committee, Principal, Teachers and Teaching Assistants will consider the development of the students' wellbeing as paramount to the educational philosophy of the school. The Principal, Teachers and Teaching Assistants will be aware of the development of wellbeing, and students emerging capabilities, and plan the program accordingly.

The nearest hospital is Northern Beaches Hospital,

Phone (02) 9105 5000

Address: 105 Frenchs Forest Road W, Frenchs Forest 2086

Open 24 hours

For map, see Attachment 2.

The procedures of the school will include the following:

The Executive Committee will:

- notify the Regulatory Authority of any serious incident at the school, the death of a student, or complaints alleging that the safety, health or wellbeing of a student was, or is, being compromised.

The Principal will:

- for critical incidents, follow the Critical Incident Plan set out in Attachment 3;
- ensure that teachers and teaching assistants are rostered so that at least one teacher or teaching assistant who holds a current approved first aid qualification is present at all times that the students are being educated and cared for by the school;
- ensure the school holds the correct number of first aid kits required, suitably equipped, and maintained;
- ensure that all staff are aware of the completion of appropriate records (Attachment 1 Injury, Incident, Trauma and Illness record) in the event of any incident, injury, trauma or illness to students whilst in the care of the school, and that this information is completed no later than 24 hours after the incident occurred;
- make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the school;
- give staff access to appropriate up to date information, or professional development on the management of incidents;
- make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction or orientation to the school and that position descriptions reflect this responsibility.
- A Risk Assessment for emergency transportation is available upon request.

Teachers and Teaching Assistants will:

- ensure that all students have opportunities to engage in experiences that enhance their sense of wellbeing and allow students to develop a sense of assessing risks for themselves as appropriate;
- consider the planning of the physical environment and experiences, ensuring that the spaces are safe;

- thoughtfully group students to effectively manage supervision and any potential risks to student's health and wellbeing;
- respond to students in a timely manner. Provide reassurance and ensure student's emotional and physical wellbeing is paramount at all times;
- seek further medical attention for a student if required;
- be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- be aware of individual student's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness;
- respond to students showing signs of illness and begin monitoring the symptoms of the student and recording as appropriate. Teachers and teaching assistants will contact the student's authorised person to inform them of the illness signs, or to request the collection of the student;
- in response to a student registering a high temperature, the child's parents will be contacted to collect the child and the child will be given a cold compress and sat down quietly;
- maintain appropriate work health and safety standards when attending to any student's injuries and applying first aid;
- develop partnerships with families and use this understanding to guide the development of practice in relation to individual student's emerging capabilities;
- check that equipment and furniture in the school is well maintained and that any materials that may be hazardous are removed or repaired;
- ensure that hazardous items are inaccessible to students;
- be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy.

Families will:

- be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the school, and exclusion practices, including immunisation status and illnesses at the school;
- inform the school of their student's particular requirements, and provide any relevant paperwork to the school, such as immunisation status, letters from a medical professional etc;
- be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report;
- receive access to this policy and notification of its existence;
- have the opportunity to provide input into the review and effectiveness of policies and procedures of the school via various methods;
- be provided access to information on students' development, the school program, and relevant resources (such as Kidsafe, SIDs and Kids, for example) from the school.

EVALUATION

The Principal, Teachers and Teaching Assistants will respond in a timely manner to any incident, and ensure that documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

STATUTORY LEGISLATION AND CONSIDERATIONS

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act 2010

SOURCES

- Guide to the National Quality Standard ACECQA (2023)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2018)
- EYLF – Belonging Being Becoming
- The Manual – Managing a Children’s Service – Community Child Care Co-operative (2009)
- Health and Safety in Children’s Services Model Policies and Practices – 2nd Edition revised (2003)

Attachment 1 Incident, injury, trauma and illness record

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

(Circle relevant type of record)

Child details

Surname: Given names:

Date of birth: / / Age:

Room/group:

Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma:
.....
.....

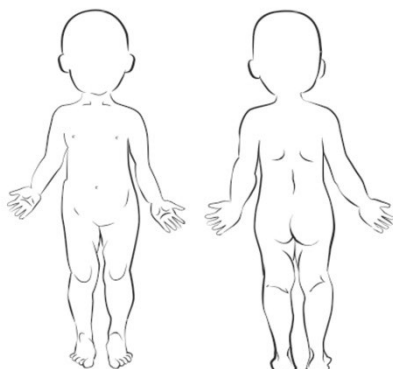
Products or structures involved:
.....
.....

Location: Time: am/pm Date: / /

Name of witness:

Signature: Date: / /

Nature of injury sustained:



- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other (please specify)

*N.B. A copy of this form needs to be submitted to the WH&S committee via reception. Original is to be filed in Students file.

Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

Time of illness: am/pm Date of illness: / /

Action Taken

Details of action taken, including first aid administration of medication:

Medical personnel contacted: Yes / No

If yes, provide details:

Details of person completing this record

Name: Signature:

Time record was made: am/pm Date record was made / /

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date: / /

Principal/teacher/coordinator: Time: am/pm Date: / /

Regulatory authority (if applicable): Time: am/pm Date: / /

Parental acknowledgement:

I

(name of parent/guardian)

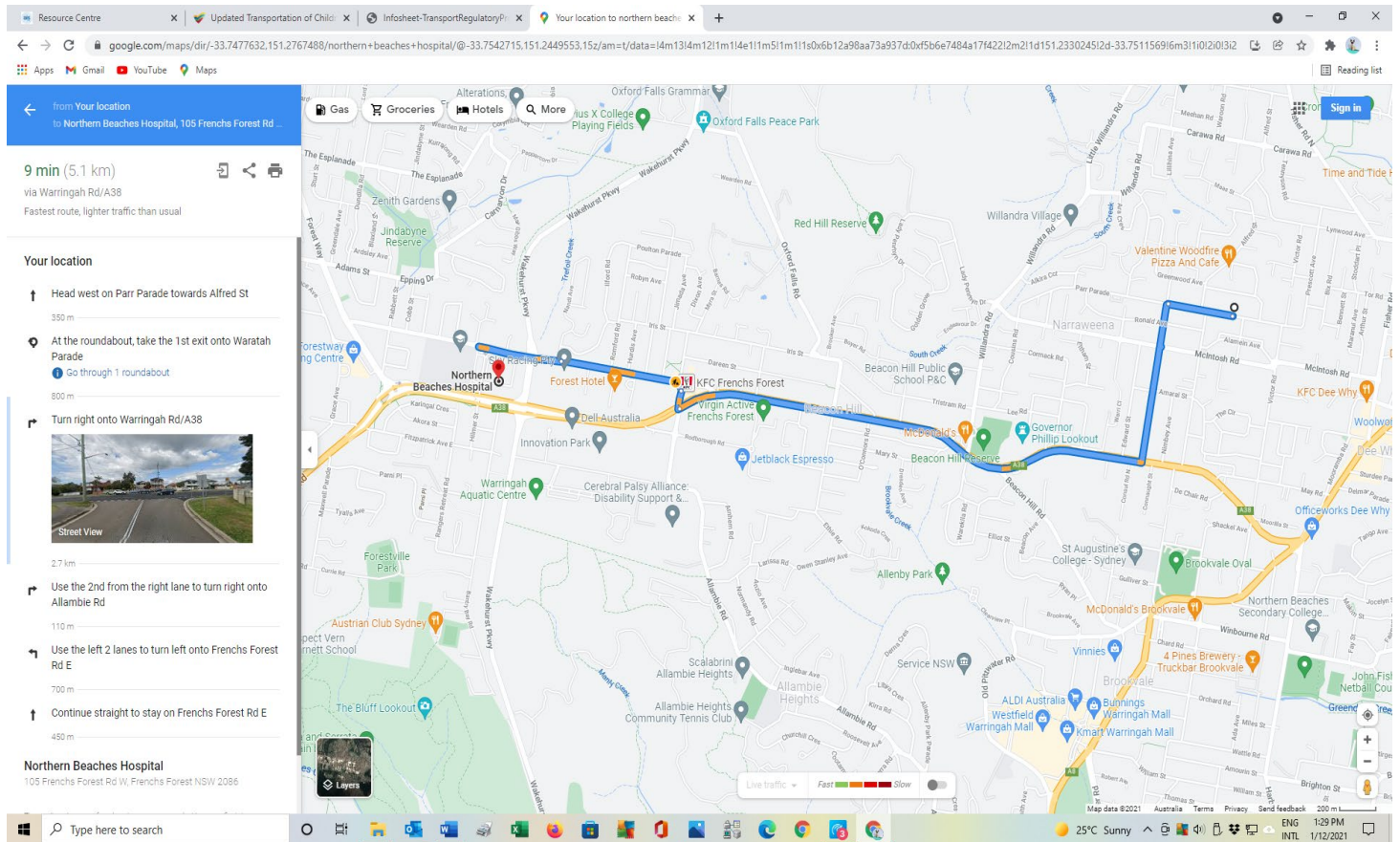
have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature: Date: / /

Additional notes / follow up:

Attachment 2 Map to Manly Hospital



Attachment 3 Critical Incident Plan

The Principal, or the person officially acting on behalf of the Principal, is responsible for the management of a critical incident and will assess, control and monitor during the incident. Employees **must consult** with the Principal before action relating to the incident is taken.

If a critical incident warrants, communication with the media and/or parents this will be dealt with by the President of the Executive Committee in consultation with the Principal.

Action at the time of a critical incident

- Principal to direct staff to implement procedures within their area of responsibility;
- contact emergency services as soon as it is safe to do so and if directed to do so by the Principal;
- ensure the safety of all persons affected by the critical incident and/or traumatised employees and members of the public are provided with an appropriate emergency response;
- ensure support for employees, relatives and others is available.

Action immediately after a critical incident

- Principal to assess the incident to determine when the appropriate emergency response can be declared over;
- staff will be briefed on the incident and advised on how to manage the information about the incident;
- ensure the site or anything associated with the incident is not disturbed in relation to a police matter or when an investigation is required by WorkCover;
- inform the Council and other staff members of the incident;
- respond to the media if necessary (to be done by Executive Committee, President or designee).

Action following a critical incident

- Principal to prepare an incident report;
- ensure staff/children who have been affected by the critical incident are offered counselling.

Action Post critical incident

An investigation should be commenced within hours of the incident to record factual data about the occurrence and develop a good understanding of what it was and how it happened, so that decisions regarding necessary preventative action can be made.

