



## ACCIDENT, INCIDENT, INJURY, TRAUMA & ILLNESS POLICY

### AIM:

To establish clear lines of action to effectively manage an event involving a child becoming ill, injured, or involved in an incident.

### EXPLANATION:

It is important for the safety of children that procedures are followed in the event that a child becomes injured, becomes unwell, or an incident occurs while attending Saints Academy. The safety, health and wellbeing of children is of paramount importance for all Saints Academy services.

### IMPLEMENTATION:

- 1) Nominated Supervisor is to ensure that first aid kits are well stocked at all times.
- 2) All permanent staff are to have current first aid certificates. (HLTAID004/012)
- 3) First aid supplies are to be kept out of reach of children.
- 4) A portable first aid kit is to be taken on **all excursions**.
- 5) Follow health and hygiene policy when dealing with first aid.
- 6) Blood to be washed down and cleaned with **bleach** (blood spills bucket) immediately. All items used in process of cleaning and first aid should be disposed of immediately by being wrapped up and placed in outdoor bins.
- 7) Body fluids (including vomit) to be washed down and cleaned with **detergent** immediately. All items used in process of cleaning and first aid should be disposed of immediately by being wrapped up and placed in outdoor bins.
- 8) Staff ensure playground is kept safe and equipment is placed in safe areas with adequate soft fall underneath.
- 9) Staff will maintain high levels of supervision.
- 10) A Responsible Person is required to complete the accident/incident/injury/trauma/illness forms in conjunction with the witness of the accident/incident/injury/trauma/illness. Then the Director/Nominated Supervisor will read and sign it and follow up on any concerning accident/incident/injury/trauma/illness in order to report serious incidents to the department within 24 hours.
- 11) Families will be informed of any accident/incident/injury/trauma/illness involving their child. Any serious incident will be notified to the parent as soon as possible.
- 12) Care will be taken when assessing the seriousness of an accident/incident/injury/trauma/illness and if there is need for emergency services to attend.
- 13) In the event of an accident/incident/injury/trauma/illness we will review the cause and take appropriate action where appropriate.
- 14) Confidentiality is important and will be maintained at all times.
- 15) High levels of supervision will be maintained and ratios will be met at all times. Supervision plans will be regularly reviewed.



## MINOR ACCIDENT/INCIDENT/INJURY/TRAUMA/LLNESS

Educators will ensure:

- 16) Child is given immediate first aid appropriate to accident/incident/injury/trauma/illness by staff with current first aid certificate.
- 17) Details are recorded on accident/incident/injury/trauma/illness (see First Aid Policy) which must be signed when child is collected.
- 18) Parents are notified on collection of child. Parents will be notified at the time of any head injury occurring.
- 19) In the event of an accident, incident, injury or illness, parents need to be notified within 24hrs of the event.
- 20) Follow up with parents if any medical attention was sought in order to notify the department of a 'serious incident' within 24 hours.

If requiring more first aid or medical treatment:

- 21) Staff to contact parents/guardian to alert them of accident/incident/injury/trauma/illness and ask them to collect child and seek further medical attention.
- 22) Child to be monitored by staff until parent/guardian takes responsibility.
- 23) A notification must be sent to the regulatory authority through the NQAITS and advise the SPCC Head of Academy on behalf of the Approved Provider.
- 24) Accident/incident/injury/trauma/illness report completed, duplicated and signed by parent/guardian. A copy must be kept with child's developmental record.

## MAJOR INJURY (SERIOUS INCIDENT)

- 25) First aid to be given immediately by a staff member with approved first aid qualification.
- 26) Staff to contact emergency services on 000.
- 27) Staff to contact parents/guardians or if unavailable to contact other authorised persons and request they come immediately to the centre.
- 28) The person responsible for the child (staff or parent) to accompany child to hospital in ambulance.
- 29) A notification must be sent to the regulatory authority through the NQAITS and advise the SPCC Head of Academy on behalf of the Approved Provider.
- 30) Accident/incident/injury/trauma/illness report completed, duplicated and signed by parent/guardian. A copy must be kept with child's developmental record.

## KEY TERMS

Term	Meaning	Source
<b>ACECQA – Australian Children's Education and Care Quality Authority</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
<b>Approved anaphylaxis management training</b>	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)



<b>Approved emergency asthma management training</b>	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)
<b>Approved first aid qualification</b>	A qualification that includes training in the matters set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.  Matters are likely to include: Emergency life support and cardio- pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	National Regulations (Regulation 136)
<b>Emergency</b>	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down.	Guide to the NQF
<b>Emergency services</b>	Includes ambulance, fire brigade, police and state emergency services.	<a href="http://info.australia.gov.au/information-and-services/public-safety-and-law/emergency-services">info.australia.gov.au/information-and-services/public-safety-and-law/emergency-services</a>
<b>First aid</b>	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: <a href="http://acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training">acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training</a>	<a href="http://safeworkaustralia.gov.au/system/files/documents/1705/mcop-first-aid-in-workplace-v1.pdf">safeworkaustralia.gov.au/system/files/documents/1705/mcop-first-aid-in-workplace-v1.pdf</a>
<b>Hazard</b>	A source of potential harm or a situation that could cause or lead to harm to people or property. Work hazards can be physical, chemical, biological, mechanical or psychological.	<a href="http://acecqa.gov.au/media/31336">acecqa.gov.au/media/31336</a>
<b>Injury</b>	Any physical damage to the body caused by violence or an incident.	
<b>Medication</b>	Medicine within the meaning of the <i>Therapeutic Goods Act 1989</i> of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website ( <a href="http://tga.gov.au">tga.gov.au</a> ).	National Regulations (Definitions)
<b>Medical attention</b>	Includes a visit to a registered medical practitioner or attendance at a hospital.	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
<b>Medical emergency</b>	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.	
<b>Medical management plan (MMP)</b>	A document that has been written and signed by a doctor. A MMP includes the child's name and photograph. It also describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition.	National Regulations (Regulation 90)
<b>Minor incident</b>	An incident that results in an injury that is small and does not require medical attention.	
<b>Term</b>	<b>Meaning</b>	<b>Source</b>



<p><b>Notifiable incident</b></p>	<p>Any incidents that seriously compromise the safety, health or wellbeing of children. The notification needs to be provided to the regulatory authority and also to parents within 24 hours of a serious incident. The regulatory authority can be notified online through the NQA IT System.</p>	<p><a href="http://acecqa.gov.au/newsletters/acecqa-newsletter-issue-11-2015">acecqa.gov.au/newsletters / acecqa-newsletter-issue-11-2015</a> National Law (section 174) National Regulations (Regulation 86)</p>
<p><b>Serious incident</b></p>	<p>For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident:</p> <p>(a) the death of a child—</p> <p>(i) while that child is being educated and cared for by an education and care service; or</p> <p>(ii) following an incident occurring while that child was being educated and cared for by an education and care service;</p> <p>(b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—</p> <p>(i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</p> <p>(ii) for which the child attended, or ought reasonably to have attended, a hospital;</p> <p>Example: A broken limb.</p> <p>(c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;</p> <p>Example: Severe asthma attack, seizure or anaphylaxis reaction.</p> <p>(d) any emergency for which emergency services attended;</p> <p>(e) any circumstance where a child being educated and cared for by an education and care service—</p> <p>(i) appears to be missing or cannot be accounted for; or</p> <p>(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or</p> <p>(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.</p>	<p>National Regulations (Regulation 12)</p>
<p><b>Trauma</b></p>	<p>Is when a child feels intensely threatened by an event he or she is involved in or witnesses.</p>	<p><a href="http://nctsn.org/what-is-child-trauma/trauma-types/early-childhood-trauma">nctsn.org/what-is-child-trauma/trauma-types/early-childhood-trauma</a></p>

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*This policy links to the following;*

National Quality Standards: QA 1, 2,3,4,6,7

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**Saints Academy**  
FOR THE WHOLE OF LIFE

# SPCC Saints Academy

ACN 002 919 584

Administered by St. Philip's Christian Education Foundation Ltd.

*Education and Care Service National Regulations 2021: 12, 77, 85, 86, 87,89,95,97, 103,104,117,161,168,170,171,172, 176 (2)(b), 177. 183*

*Other: Work, Health Safety Act 2011, Staying Healthy In Childcare (5<sup>th</sup> Edition)*