



MANAGEMENT OF INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

Introduction

Community Early Learning Australia states that “Young children’s innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all 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”.

The Education and Care Services National Regulations (85,86,87 and 183) require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially **until the child is 25 years old**. Under the Education and Care Services National Regulations, a service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child,
- trauma to which a child has been subjected,
- an illness that becomes apparent.”

In addition, in accordance with the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse, Approved Providers (and Educators) should retain records relating to child sexual abuse that has or is alleged to have occurred, **for at least 45 years from the date the record was created**.

Goals - What are we going to do?

Our care and education service will:

- Develop program goals that promote the wellbeing of each child;
- Establish procedures and practice that minimise the risk of harm to children;
- Maintain communication with Families to ensure that they are informed of any incidents, injury, trauma and illness to their child/ren as required; and
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Australian Early Childhood Education and Care Authority (ACECQA), NSW Education and Communities and Public Liability Insurance companies, as required and kept in storage according to regulatory requirements.

Strategies - How will it be done?

- The Approved Provider, Staff and Educators will consider the development of children's wellbeing as paramount to the educational program of the service; and
- All Educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

The procedures of the service will include the following:

Approved Providers will:

- Notify the Regulatory Authority of any serious incident at the education and care service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was compromised, or is being compromised, within the required timeframe.

Nominated Supervisors will endeavour to:

- Ensure that all Educators and Staff have access to the Education and Care Services National Regulations and the Education and Care Services Law and are aware of their legal responsibilities;
- Ensure that all Educators and Coordinators hold a current approved CPR, first aid qualification, anaphylaxis and asthma management training;
- Ensure the Educator has a first aid kit suitably equipped and maintained at the premises and for excursion use;
- Inform Educators and Staff of the appropriate completion of records and the appropriate storage of these records according to regulatory requirements; and
- Ensure that all Educators and Staff are aware of the completion of appropriate records in the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed no later than 24 hours after the incident, injury, trauma and illness (IITI) occurred [see procedure below].

Educators and Staff will:

- Be aware of the signs, symptoms and situations of incident, injury, trauma and illness, and update their understanding as part of their ongoing professional development;
- Be aware of individual children's allergies, immunisation status, personal situations and use this knowledge when attending/responding to any incident, injury, trauma and illness;
- Respond to children showing signs of illness and begin monitoring the symptoms of the child. Educators will contact the child's parent/guardian or authorised nominee to inform them of the illness signs, or to request the collection of the child;
- In response to a child subject to incident, injury, trauma and illness complete the incident, injury, trauma and illness record as required [see procedure below];
- Seek further medical attention for a child if required [see procedure below];
- In response to a child requiring THIRD PARTY ATTENTION (eg.; medical or police) complete the incident, injury, trauma and illness record as required and the Family Day Care Australia (FDCA) Public Liability Incident Report Form [see procedure below];

- Respond to children in a timely manner. Provide reassurance and ensure children’s emotional and physical wellbeing is paramount at all times;
- Thoughtfully group children to effectively manage supervision and any potential risks to children’s health and wellbeing;
- Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children 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;
- Maintain appropriate work health and safety standards when attending to children’s incidents, injury, trauma and illnesses and applying first aid;
- Check that equipment and furniture in the service is well maintained, safely positioned, safely stored and that any materials that may be hazardous are removed or repaired immediately; and
- Ensure that hazardous items are inaccessible to children.

Educator Procedure:

- **If a child doesn’t receive THIRD PARTY ATTENTION (e.g. medical or police)**
 - you are required to complete a paper copy ‘Incident, Injury, Trauma and Illness Record’ for every child that is involved/affected;
 - present it to the parent/guardian of every child that is involved/affected for their signature;
 - provide the original paper copy of the ‘Incident, Injury, Trauma and Illness Record’ to the Ausscot Family Day Care office, as soon as possible;
 - in addition to inform to the office, you can scan and email a copy to the office. However, the office must have the original copy ASAP, for record keeping procedures;
 - the original paper copy will be copied, and a copy will be made for the Educator and a copy for the office master file; and
 - the original is filed in the child’s file.
- **If a child does receive THIRD PARTY ATTENTION (e.g. medical or police)**
 - telephone the Ausscot Family Day Care office ASAP. Tell the Staff member that answers the phone and they will advise the person responsible for the day-to-day operation of the service, or put you through to that person, immediately;
 - you are required to complete a paper copy ‘Incident, Injury, Trauma and Illness Record’ for every child that is involved/affected;
 - present it to the parent/guardian of every child that is involved/affected for their signature;
 - you are required to complete the FDCA Public Liability Incident Report Form, for every child that received third party attention;
 - these forms will be collected from you, as our service must advise further **departments within 24 hours [Law 174]**;
 - the original IIT paper copy will be copied, and a copy will be made for the Educator and a copy for the office master file;
 - the original IIT is filed in the child’s file;

- the original FDCA Public Liability Report Form Incident Report Form will be copied, and a copy will be made for the Educator and a copy for the office master file;
- the original FDCA Public Liability Report Form Incident Report Form is filed in child's file; and
- the original is emailed to Family Day Care Australia (FDCA).

Supporting Families

- Provide a copy of this Policy on the Ausscot Family Day Care Web Page;
- Document child/ren's particular requirements, and maintain any relevant paperwork for the service, such as immunisation status, letters from a medical professional etc;
- Educators will notify Families of any incident, injury, trauma, or illness as soon as it is practicable, but no later than 24 hours after the incident, injury, trauma or illness;
- Provided access to information on children's development, the service program, and relevant resources (such as Kidsafe, SIDs and Kids, for example) from the service.

Policy availability and review

This policy will be readily accessible to all Staff, Educators, Families and visitors, and ongoing feedback on this policy will be invited. Management, Staff and Educators will monitor and review the effectiveness of this policy regularly. Updated information will be incorporated as needed.

References

Education and Care Services National Law Act 2010

<https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/013>

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/view/html/inforce/current/si-2011-0653>

Guide to the National Quality Framework - (NQS)

<https://www.acecqa.gov.au/national-quality-framework/guide-nqf>

Early Years Learning Framework - Belonging, Being and Becoming

www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf

Framework for School Age Care – My Time Our Place

www.acecqa.gov.au/sites/default/files/2023-02/MTOP-2022-V2.0.pdf

Staying Healthy in Childcare – 5th addition

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

Record keeping to support Child Protection

https://www.acecqa.gov.au/sites/default/files/2024-04/InfoSheet_NewRecordKeepingRequirementsToSupportChildProtection_0.pdf

Attachments:

- a. Injury, Incident, Trauma and Illness Record
- b. FDCA Public Liability Incident Report Form