**Incident, Injury, Trauma and Illness Policy**

# Rationale:

To ensure that all accidents, injuries and incidents occurring at the centre are noted and that appropriate medical attention is given. The service and all educators can effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, educators and visitors. If a child has an accident, or is injured at The Avenue, it is important the child is given the correct medical treatment and that parents are given a complete detailed report of the incident within 24 hours.

**Policy:**

All measures will be taken to ensure a safe environment is provided for children and staff at the centre to minimise accidents occurring. If and when accidents do occur, staff will respond immediately in accordance with the strategies and practices outlined.

**Strategies and Practises:**

1. All accidents that occur at the Centre will be recorded in the Incident, Injury and Trauma record regardless of how minor they are.
2. Upon arrival at the centre, the parent(s) will be asked to read and sign the Incident, injury and trauma record.
3. The Incident, injury and trauma record will include the following:

* name, surname, DOB, age of the child location, date and room
* circumstances leading to the injury or incident
* the time and date when the injury or incident occurred
* products or structure involved where possible
* action taken
* details of the person who witnessed the incident or injury
* the name of the person notified, time, signature and date
* action taken to avoid further incidents
* Name, signature and Date of person who sited the form

1. In the case of an injury or incident, first aid qualified educator will assess the injury and administer basic First Aid. If the situation requires further medical treatment, staff will contact the parent or authorised nominee.

# If a serious accident occurs, an ambulance would be called.

1. If an ambulance is required, the parent will be contacted immediately
2. If the parent is unavailable, the authorised nominee will be contacted
3. As the cost of ambulance use will be borne by the parents/guardians, it is advisable that families have ambulance cover, as this service is very expensive. Authorisation is included in the enrolment form that you have had signed at the enrolment
4. The Nominated Supervisor/ Certify Supervisor would accompany the child to hospital if the parent is not available. Medical information on the enrolment form will be taken with the child to inform the doctor(s) of the child’s history and / or allergies.
5. Any relevant information about the accident of the child prior to the ambulance officers taking charge will also be given to the doctor(s)
6. Private cars will not be used in the transportation of sick children
7. The centre will notify Regulatory Authority (DET) within 24 hours of any serious incident at our service, death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is being compromised.

# Nominated Supervisor will ensure:

* Ensure at least one educator who holds current first aid training is presented all the time that the children are being educated and cared for by the service
* Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained
* Ensure that all the educators are aware of completion of Incident, injury , trauma and Illness record
* Review incident, injury, trauma and Illness records to reflect on effectiveness of procedures and safety in the centre
* In the event of a serious incident, injury or death of a child the nominated supervisor will notify the Department of Education, the approved provider and the services public liability insurer.

# Educators will 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 and appropriately set up according to the children’s skills
* Effectively manage supervision of children by following the backyard supervision procedure.
* Provide an environment inline with the Physical Environment Policy

# Illness

If a child becomes unwell whilst at the centre then the following procedures will be followed:

* + Coordinator or Second in charge are notified
  + Parent will be notified as soon as possible and are requested to collect their child as soon as possible if it is not appropriate for their child to continue to participate in the program.
  + If this parent is not contactable, Authorised nominee will be notified.
  + If the child has any known medical condition, implement the child’s current medical management plan and ensure that the child is kept comfortable and calm until they are collected.
  + Complete an illness record as soon as possible and no later than 24hours after the illness
  + Parents are notified with notices on the Centre’s doors and in the rooms or by email of occurrences of infectious diseases which may occur from time to time. Depending on the type of infectious disease and the numbers of children affected – reporting to D.E.T is also required.
  + Detailed information relating to each child’s medical history, any Asthma Plans/ Anaphylaxis management plans and other medical related issues are collected at the time of enrolment and are further reviewed as the need arises or at least once a year.

# Prevention of Illness

* Focus is on all hygiene practices within the centre including hand washing, food safety, animals, dealing with spills of blood and other body fluids, cleaning, and clothing.
* Preventing the spread of infection – by regular disinfecting, sanitising and cleaning alongside the
* The exclusion of children and staff with infectious diseases until cleared by their G.P.
* Monitoring and supervision of ill children at the Service.
* Understanding the immunisation status of all children and staff within the Service in line with the No Jab No Play legislation

**Links to other Policies:**

* Health and Safety Policy
* First Aid Policy
* Collection of sick child and Fever Management Policy
* Physical Environment Policy
* Infectious Disease Policy
* Supervision of Children Policy

**Sources and Further Reading**

* No Jab No Play Legislation
* Department of Education and Training
* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011
* National Quality Standard, Quality Area 2: Children’s Health and Safety

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