



INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY (ELC)

1 PURPOSE

Minaret College Early Learning Centres are committed to providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service.

The purpose of this policy is to ensure that immediate action is taken in the case of any incident, injury, trauma, or illness, and accident or emergency treatment is initiated as well as accurate records completed and kept for children attending Minaret College Early Learning Centres.

2 SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities at Minaret College Early Learning Centres, including during offsite excursions and activities.

3 PROCEDURES

The Approved Provider is responsible for:

- ensuring that there is a minimum of one educator with a current approved first aid qualification on the premises at all times
- ensuring that the parents/guardians provide authorisation for the service to seek medical treatment by a medical practitioner, hospital or ambulance service
- ensuring that the parent of the child is notified as soon as a practicable, but no longer than 24 hours after the occurrence, if the child is involved in any incident injury, trauma or illness while the child is being educated and cared for by the services
- ensuring that an incident, injury, trauma and illness record is kept in accordance with the regulation
- ensuring that the regulatory authority (ACECQA) is notified about serious incidents by using NQA ITS portal.

The Nominated Supervisor is responsible for:

- Informing parents/guardians about ELC's policies and procedures
- notifying parents/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable

- requesting the parents/guardians to make arrangements for the child or children involved in the incident or medical emergency to be collected from the service, or informing parent/guardians if an ambulance has been called
- notifying other person/s as authorised in the child's enrolment form when the parents/guardians are not contactable
- ensuring ACECQA is notified of any serious incident, injury, trauma or illness through the ACECQA NQA ITS PORTAL that have required medical treatment with 24 hours attached with relevant information and documentation
- reviewing the cause of incident, injury, trauma and illness and taking appropriate actions to remove cause if required
- ensuring that responsible persons of the service are administering medication if necessary.

The Educators at the service are responsible for:

- recording details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as the practical but no later than 24 hours.
- seeking further medical attention if required
- being familiar and aware of any symptoms of any illness/trauma
- being aware of any children with allergies status and familiarise with attending days to use this knowledge when attending to any incident, injury or illness
- responding to children demonstrating any symptoms if the child and record appropriately. Educators will contact authorised person to inform them of the illness signs, or request the collection of the child
- ensuring that two people are present any time medication is being given to children in care and that the Nominated Supervisor or responsible person is notified before administering (refer to Administration of medication policy).

The Family/Guardians of children attending the ELC service must:

- be informed of policies and procedures during the enrolment process regarding first aid, illness whilst at the service, exclusion practices, including immunisation status and illnesses at the service
- inform the service of their child's health records, such as allergies, medical conditions, health plans etc
- be notified of any incidents, injury, trauma, or illnesses as soon as practicable, but not later than 24 hours after the incident had occurred and to be provided with a copy of the report should you require
- be provided access to information on children's development, the service program, and relevant health and wellbeing resources from the service.

4 RECORD KEEPING

The records must be kept:

- if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the service until the child is ages 25 years;
- if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the service, until the child is aged 25 years.

The Incident, Injury, Trauma and Illness Record is attached to this policy and includes the following:

- the name and age of child
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms)
- the time and date the incident occurred
- the action taken by the service, including administering medication, first aid provided or medical personnel contacted
- details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness
- the name of any person the service notified or attempted to notify of the incident, injury, illness or trauma with date and time
- name, signature, date and time of person making the entry
- signature or the parent/guardian to verify that they have been informed of the occurrence

5 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074
Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

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