

Incident, Injury, Trauma and Illness Policy and Procedure

Title:	Incident, Injury, Trauma and Illness Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	September 2018
NQF Reference:	National Law section 167 Regulations 85, 86, 87, 168 NQA 2		

Policy

Educators will take every reasonable step to ensure each child's health and wellbeing is supported.

In the event of an incident, injury, trauma and illness first aid will be administered and or medical attention will be sought where required.

Procedure

The nominated supervisor, staff members and volunteers must follow all policies and procedures in relation to a child who is injured, becomes ill or suffers a trauma while being educated and cared for at the service.

Parents must be notified as soon as practicable, but not later than 24 hours after the occurrence, if their child is involved in any incident, injury, trauma or illness while the child is being educated or cared for at the service.

All required documentation must be completed in relation to the incident, injury, trauma or illness. The approved provider must ensure that a record of the incident is to be kept in line with the National Regulations. The record is to include:

- The name of any person the service attempted to notify time and date of notification or attempted notification;
- Name and signature of the person making the entry in the record and time of the entry;
- Record must be completed within 24 hours after the incident, injury or trauma or the onset of illness;
- Details of the incident in relation to the injury or trauma received by the child;
- Name and age of the child;
- Circumstances leading to the incident, injury or trauma;
- Time and date the incident, injury or trauma occurred;

- Details of the illness;
- Name and age of the child;
- Relevant circumstances surrounding the illness and any apparent circumstances;
- Time and date of the onset;

- Details and action taken including medication administered or First Aid provided;
- Any medical personnel contacted;
- Details of the person who witnessed the incident, injury or trauma.

In addition, Blackmans Bay Childrens Services will document any symptoms in relation to an unwell child, and monitor these symptoms until the child is collected (Refer to Monitoring Chart). In addition to a copy being maintained at the service, a copy of the documentation may be taken with the child to a medical practitioner.

Where a child requires first aid to be administered, it will administered in line with the service's *Administration of First Aid Policy and Procedure*.

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If medication is required in an emergency, and prior consent of the parent has not been given, the staff member will obtain consent from a registered medical practitioner. Where possible, the medical practitioner will be the parent's preferred medical practitioner.

Medication will only be administered by persons who hold the authority to administer it.

An ambulance must be called for any urgent medical emergencies.

Links to other policies or documents

- Acceptance and Refusal of Authorisations Policy and Procedure
- Administration of First Aid Policy and Procedure
- Infectious Diseases Policy and Procedure
- Medical Conditions Policy and Procedure
- Safe Environment Policy and Procedure

Sources

- Staying Healthy (5th Edition)
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*