

**Children’s Health and Safety NQS2**

**Incident, Injury and Trauma**

**Policy Statement**

Liwara Catholic Outside School Hours Care (the Service) will, as far as practicable, ensure the safety, health and wellbeing of children attending by maintaining a safe and healthy environment in which the risk of injury to children is minimised.

Should a child be involved in an incident resulting in injury at the service, or while attending an excursion, educators follow clearly documented practices and procedures as outlined in our Accident and Illness Plan to ensure appropriate care is provided in a calm and effective manner.

**Rationale**

We recognise each child as a precious and sacred gift from God and understand our responsibility to protect, care and nurture them as Jesus intended.

All children have the right to experience quality education and care in an environment that provides for their health, safety and comfort. By implementing clear procedures for the management of incidents, injuries and trauma educators are well placed to care for children in a professional manner that supports their sense of safety and well-being.

**Procedures**

**Staffing**

At least one educator with current Australian Children’s Education and Care Quality Authority (ACECQA) approved first aid, CPR, asthma and anaphylaxis training, as defined in the national regulations, is on the premises at all times the Service is caring for children.

An educator with current approved first aid, asthma and anaphylaxis training attends each excursion from the premises and a first aid kit is taken to all excursions.

At least one appropriately stocked and maintained first aid kit is kept at the premises.

No child may be enrolled at the Service unless an authorisation to seek medical assistance has been signed by a parent or person legally responsible for the child (see Children’s Enrolment Policy).

**Educator practices**

Superficial injuries are dealt with as per the Administration of First Aid Policy.

When an injury that requires more than superficial first aid occurs, an educator with a current approved first aid qualification, including CPR, administers first aid and acts in accordance with the Service’s Accident and Illness Plan (See attachment A).

Where serious incidents or accidents have occurred the child’s parents or legal guardian, or if a parent cannot be immediately contacted, an authorised emergency contact for the child, is notified as soon as practicable but no later than 24 hours.

After an incident at the Service, educators comfort children as required and are aware that some children may experience physical symptoms relating to shock.

A child who sustains an injury or experiences trauma, but is deemed able to remain at the Service after first aid treatment, is resettled into the Service’s activities when they feel they are ready. Children are monitored throughout the day for changes in condition. Any changes are noted and actioned where necessary.

The nominated supervisor will decide, based on the nature of the injury sustained if the child’s parents should be called at the time of the accident. For example, if first aid was applied, parents should be contacted immediately (See First Aid Policy).

**Injury, trauma and accident records**

The nominated supervisor ensures that a record is completed after any incident, injury, trauma or illness involving an enrolled child during a care session.

The incident is recorded within 24 hours of the incident and includes the time and date of the incident, details on the nature and circumstances of the injury or accident, details on any action taken and the name of any witness to the incident.

This record must be shown to the person collecting the child from care. Educators are required to explain clearly to the person collecting the child how the accident/injury occurred and request that they sign the Record of Injury, Trauma or Accident to confirm the matter has been discussed with them.

The original Record of Injury, Trauma or Accident form is placed on the Service’s record of injury, illness, trauma or accident file and a copy on the child’s personal file. The original record is retained until the child reaches 25 years of age.

The nominated supervisor ensures that a record of a serious incident, as defined under regulation 12 of the regulations, is provided to the Education and Care Regulatory Unit through the CEWA Early Years Learning and Care team within 24 hours of becoming aware of the incident.

The nominated supervisor will ensure that a record of death of an enrolled child during a care session, including details of the circumstances in which the child dies will be provided to the Education and Care Regulatory Unit through the CEWA Early Years Learning and Care team within 24 hours of becoming aware of the death. A record in regard to the death of a child will be kept for a period of 7 years from the day on which the record was made.

**References**

ACECQA. (2012). *Education and Care Services National Regulations* *(WA) 2012*. NSW.

ACECQA. (2017). *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations 2011*.

ACECQA. (2018). *The Guide to the National Quality Framework*. NSW.

**Document History**

|  |  |  |
| --- | --- | --- |
| Document Title: Incident, Injury and Trauma – Policy & Procedure | | |
| Content Owner | Catholic Education Western Australia | Document Author |
| Date Published  January 2015 | DOCUMENT VERSION V1.0 | Early Years Learning and Care Team |
| Reviewed  January 2015 | Reviewed and edited content to align with requirements under the national regulations | Early Years Learning and Care Team |
| Reviewed  September 2017 | Reviewed and edited content to align with requirements under the national regulations | Early Years Learning and Care Team |
| Reviewed October 2018 | Reviewed and edited content to align with requirements under the new national regulations | Early Years Learning and Care Team |
| Reviewed March 2019 | Content review | Early Years Learning and Care Team |
| Revision Due Date  March 2020 |  |  |

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.