

# Edgeworth Child Care Centre Inc.

## Incident , Injury, Trauma & Illness Policy

### Aim

Edgeworth Child Care Centre will 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.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### Who is affected by this policy?

Educators  
Children  
Staff  
Families  
Visitors  
Management

### Implementation

The Approved Provider/Nominated Supervisor will ensure:

- The parent/guardian of a child attending the Service has given:
  - written authorisation for the service to seek, urgent medical, dental, hospital treatment or ambulance service.
  - written consent to carry out the appropriate medical, dental or hospital treatment.
- If a child has an accident or becomes ill at the service:
  - The child will be supervised by an educator/staff member until the child becomes well or a parent/guardian/authorised nominee of the child arrives.
  - If urgent medical or dental treatment is required, immediate steps will be taken to secure treatment.
  - A child's preferred medical practitioner or dentist will be contacted and used where practicable.
  - The parents/guardian will be notified as soon as practically possible.
  - The child will be returned to the care of the parent/guardian as soon as practicable.
- If any medication, medical, hospital, dental or ambulance services are obtained, a parent will be notified as soon as practically possible of the situation and what has been required.

- If a serious accident occurs at the service requiring a child to receive medical, dental or hospital treatment the following are to be notified:
  - The parent/guardian of the child
  - The Approved Provider
  - The NSW Department of Education
- If a death of a child occurs at the service the following are to be notified:
  - The parent/guardian of a child that their child has been taken to hospital (Doctor to tell parents of death)
  - The Police
  - The Approved Provider
  - The NSW Department of Education
- If a child has suffered a trauma at the Service the following are to be notified:
  - The parent/guardian of the child
  - The Approved Provider
  - The NSW Department of Education
- The Approved Provider must ensure that an Incident, Injury, Trauma and Illness Record is completed by educators/staff, signed and dated, as soon as reasonably possible within 24 hours.
- The Approved Provider must ensure that a parent/guardian is as soon as practicable, but not later than 24 hours after the occurrence notified of the incident/injury/trauma/illness, and in doing so signs and is given a copy of the Incident, Injury, Trauma, and Illness record.
- The Approved Provider must keep the Incident, Injury, Trauma and Illness Record until the child is 25 years of age.

The Approved Provider of the service will ensure that policies and procedures are in place to enable the Nominated Supervisor and the primary contact staff to comply with the requirements of the Education and Care Services National Regulations 2011 Division 3 Section 176.

The service will have at least one person at all times on the premise that holds a current approved First Aid Qualification, as well as Asthma and Anaphylaxis training.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
 Education and Care Services National Regulations 2011  
 Guide to the National Quality Standard 2011  
 ACECQA [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 25 October 2017**

**Date for next review: October 2018**