

Purpose

The policy aims to explain and guide Greater Hume Children Services staff Educators and stakeholders on service philosophy on prevention and when dealing with incidents, injury, trauma or illness.

Scope

Staff and management, all Educators, Relief Educators and volunteers.

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

The Service recognises that most incidents of injury, trauma and illnesses are preventable. Putting simple preventative strategies into place can reduce the likelihood of such incidents. The service believes in providing equal opportunities for all participants irrespective of special needs where they can be safely managed. The service aim is to reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen.

Preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met.

The service will:

- i. ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented.
- ii. ensure every Educator and staff member is adequately equipped to deal with incidents of accident, injury, trauma and illnesses as they arise.
- iii. ensure that effective hygiene practices are promoted and implemented.
- iv. ensure that steps are taken to control the spread of infectious diseases and to manage injuries and illness in accordance with recognised guidelines.
- v. ensure that approved first aid kits are readily available in the service including on excursions.

Links to Policy

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Governance and Management of the Service Policy Incorporating Confidentiality of Records (GHCS.GOV.POL.012.1)

Dealing with Medical Conditions Policy (GHCS.GOV.POL.005.1)

Links to Procedures

Incident, Injury, Trauma and Illness Educator Procedure

Incident, Injury, Trauma and Illness Office Procedure

Dealing with Medical Conditions Procedure

Emergency and Evacuation Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

References

Australian Children's Education and Care Quality Authority (ACECQA)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, 85, 168 (2) (b)

Guide to the National Quality Standard 2011 2.1

Department of Education Employment and Workplace Relations Childcare Service Handbook 2011-2012

Firth, J, Kambouris N and O'Grady O (2003) Health & Safety Model Policies and Practices 2nd edition

NSW Asthma Foundation website: <http://www.asthmafoundation.org.au/> accessed 20.3.12

Asthma Australia website: [#">http://www.asthmaaustralia.org.au/training/index.php #](http://www.asthmaaustralia.org.au/training/index.php) accessed 20.3.12

Anaphylaxis Australia website: <http://www.allergyfacts.org.au/> accessed 20.3.12

Community Services Safety Pack, A guide to Occupational Health and Safety – WorkCover:

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/the_community_services_safety_pack_4421.pdf accessed 20.3.12

Responsibility

Service Manager

Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 85, 168(2)(b)

Education and Care Services National Law Act 2010

Associated Records

Document Control

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