

Document Name	Document Version Number	Review Date
Incident, Injury, Trauma and Illness Policy	1.0.2	March 2021
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Purpose

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old. Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child
- trauma to which a child has been subjected
- an illness that becomes apparent.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.1.1, 2.1.2

National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.1.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1.2

Definitions

Policies and procedures (including documented records) must be in place to effectively manage the event of any incident injury, trauma and illness that occurs in the service. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Policy Content

- Ensuring that the premises are kept clean and in good repair.
- Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service (regulation 86).
- Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.
- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensuring that an incident report is completed and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.
- Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.

- Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintaining all enrolment and other medical records in a confidential manner.
- Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

Links to Policy

Providing a Child Safe Environment
Administration of First Aid
Dealing with Infectious Disease
Dealing with Medical Conditions
Emergency and Evacuations Policy
Code of Conduct
Participation of Volunteers and Students
Privacy and Confidentiality

Links to Procedure

Incident, Injury, Trauma and Illness Procedure

Links to Forms

Medical and Additional Needs Management Plan
Incident, Injury, Trauma and Illness Incident Report
Medication Record

References

◁ ACECQA – www.acecqa.gov.au
◁ Incident, Injury, Trauma, Illness Template – www.acecqa.gov.au/sample-forms-and-templates-now-available

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

◁ Education and Care Services National Law Act 2010: Sections 174(2)
◁ Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183
◁ Occupational Health and Safety Regulations 2007
◁ Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces
◁ Children and Young Persons (Care and Protection) Act 1998

Associated Records

Nil