

Document Name	Document Version Number	Review Date
Incident, Injury, Trauma and Illness Policy	1.0.1	September 2019
Date Adopted	Minute Number	Status
20 September 2017	4819	Re Adopted, No Alterations

## 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, Educators, Relief Educators, parent/guardians 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

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Governance and Management of the Service Policy Incorporating Confidentiality of Records

Dealing with Medical Conditions Policy

## Links to Procedure

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

## Links to Forms

Nil

## 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 2016  
Guide to the National Quality Standard 2011 2.1  
Department of Education and Training Childcare Service Handbook  
Firth, J, Kambouris N and O'Grady O (2003) Health & Safety Model Policies and Practices 2<sup>nd</sup> 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> # 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](http://www.workcover.nsw.gov.au/formspublications/publications/Documents/the_community_services_safety_pack_4421.pdf) accessed 20.3.12

## Responsibility

Service Manager

## Document Author

Service Manager

## Relevant Legislation

Education and Care Services National Regulation 2016  
Education and Care Services National Law Act 2010

## Associated Records

Nil