

## **INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY**

### **NQS 2.1.2 Regulation 168 (2) (b) Version 1.11**

#### **Preamble**

Roxby Downs children's Centre is committed to providing and maintaining a safe and healthy environment for children, families, staff, volunteers and visitors. This is achieved through an effective preventative approach and includes the reporting of any incident, injury, trauma or illness that occurs which is either caused, or has the potential to cause, personal injury or damage to property.

#### **Procedure for Minor Child Accident**

- Comfort child and administer appropriate first aid
- Minor injuries (i.e. requiring bandaids or icepack) are to be recorded on the Injury or Illness Home Report and entered into the Injury/Illness log (located on top of kitchen fridge). The Injury or Illness form will need to be signed by the parent/carer upon collection of the child and then filed in the child's confidential folder. Parents must be advised within 24 hours of the incident taking place.
- **Any head, or more serious injury will be treated with appropriate first aid and an educator will inform a parent/guardian by phone as soon as possible.**

#### **Procedure for Serious Child Accident/Trauma**

- Comfort child and administer appropriate first aid.
- Contact a parent/guardian or emergency contact person and ask them to come and collect the child.
- If parents or emergency contact person are unable to be contacted, the Children's Centre will call an ambulance. The Ambulance Officer and staff member will decide over the phone the course of action to be taken.
- For more severe injuries (that require a child to be collected from the site or to receive medical treatment), an Incident, Injury, Trauma and Illness form needs to be completed and signed by parents upon collection of child. Please inform the Director as this will need to be recorded into IRMS (Incident & Response Management System) which is on the Eduportal.
- If a child is transported to hospital via ambulance, an educator will go with the child, and will take the child's enrolment form, **ensuring a copy of the child's details are kept at the Centre.**
- Meanwhile, staff at the Children's Centre will continue to try and contact the parent or emergency contacts.
- Relief staff will be arranged if needed.
- If the child is admitted to hospital, the educator will stay with the child until a parent or emergency contact person arrives.
- An educator will complete the Incident, Injury, Trauma and Illness Form and details regarding medical attention as required.
- Director or Nominated Supervisor to Complete IRMS within 12 hours of the incident.

#### **Procedure for Staff Injury/Accident**

- Administer appropriate first aid
- Ring for ambulance if required
- Accompany staff member to hospital if required
- Ring emergency contact person as detailed on staff personal details form

- Arrange relief staff if needed
- Ensure accurate written records are kept – fill in a minor injury or illness form and complete details in log. For more serious injuries (e.g. staff member or adult has to leave site or seek medical treatment) it will need to be recorded into IRMS on the Eduportal.

**Injured staff are required to:**

- Complete and forward appropriate medical forms to the Director
- Complete Notice of Work Related Injury section of Worker Report Form if not claiming compensation
- Complete Worker Report Form if compensation is being claimed
- For DECD staff, complete an application for Leave of Absence if injury prevents them from attending work.

**Volunteers/Visitors are required to:**

- Complete an Incident, Injury, Trauma and Illness form and forward to Director
- Complete an Exempt Employer Report form if claiming due to injury

**Procedure in the Event of a Death at the Children’s Centre**

In the event of a child or adult death occurring on the premises, the Director or Nominated Supervisor of the Children’s Centre will ensure the following procedures are carried out:

- Telephone 000 and ask for Police and an ambulance immediately and give the Centre name and address and full details of the incident.
- When the police arrive, the Director or Nominated Supervisor will provide details of the parent/guardian/next of kin.
- Notify the Children’s Centre Director, if not in attendance.
- **The Director or Nominated Supervisor will accompany the police to inform the parent/guardian/next of kin.**
- Delegate a staff member to supervise and support the staff in order for the Children’s Centre to function satisfactorily or make a decision to close the Centre and to notify all parents/carers immediately.
- Notify the Education Director (Phone: 8645 6502)
- Notify the Chairperson of the Governing Council
- Ensure that accurate written records of the event and all procedures taken are made.
- Notify the Regulatory Authority regarding a serious incident and complete an IRMS report.
- Support staff needing counselling through DECD Employee Assistance Programs.

**If there is a critical incident (e.g. security, or threatening event)**

- Complete a Critical Incident Report form and inform the Director as this may need to be recorded into IRMS (Incident & Response Management System) which is on the Eduportal.

CREATED January 2018

REVIEWED:

TO BE REVIEWED: May 2019

SOURCED: DECS Health and Safety Services  
[www.decs.sa.gov.au/ohs/pages/injurymanagement](http://www.decs.sa.gov.au/ohs/pages/injurymanagement)  
 Children’s Services (Child Care) Regulations 1998  
 SMART: Strategies for Managing Abuse Related Trauma, Safe Work Australia