

## Woden Community Service

### HEALTH - Death of a Child Policy

#### Policy statement

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This Policy is to be followed in the event of the death or serious injury resulting in death to a child at the Service or enrolled at the Service. It is intended to: encourage educators to respond in a calm, professional and planned manner which prioritises the needs and dignity of the child and the family; minimise possible distress to other children, educators and bystanders; ensure all relevant people and authorities are advised in a timely manner and in accordance with the law; and, ensure all required documentation is completed and stored confidentially.

#### Strategies and practices

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In the event of a child who is not breathing being found in the Service:

- Call 000.
- The educator finding the child will strictly follow First Aid Procedure.
- The Supervisor/educator will call the parents/guardians of the child, calmly advise that the child has been taken to hospital by ambulance, and arrange to meet them at the hospital.
- The Supervisor – or a delegated educator – will accompany the child in the ambulance and remain with the child until the parent/guardian arrives. In Family Day Care, the Field Coordinator/Manager will arrange to meet the family at the hospital.
- Medical staff will advise parents of the child's condition. In the event of a death, educators will not give this information to parents, because only a medical professional can pronounce a death.
- The immediate Service environment is not to be cleaned or otherwise disturbed until the Supervisor is given clearance by the police. The police and other relevant authorities may need to undertake a detailed investigation.
- The Supervisor will notify the Approved Provider of any death or serious injury. Either the Approved Provider or Supervisor will notify the Regulatory Authority as soon as practicable but within 24 hours of the pronouncement of death, and submit the relevant form.
- If death has been pronounced, the Supervisor will notify the police of a death in the Service, and follow police instructions. The Supervisor will also notify Workplace Health and Safety, as well as the Service's insurance company.
- The Approved Provider is the only person to comment on the incident. No other educator is to provide information about the incident to the family concerned, to other families, or to the media. In addition, no educator is to make public comment or admit liability for the incident.
- The Service's Incident Form will be completed as soon as practicable after the event. All educators directly involved will prepare and sign statements listing the sequence of events and actions taken. All documentation including copies

of forms will be filed in accordance with the Service's *Privacy and Confidentiality Policy*.

- The Service will support the family with sympathy and in every reasonable way.
- In the event of a death at the Service or to a child enrolled at the Service, the Service will provide educators with immediate debriefing and counselling from a suitably qualified professional.

### Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	12	Meaning of a serious incident
	85	Incident, injury, trauma and illness policies and procedures
	99	Children leaving the education and care premises
	168	Education and care services must have policies and procedures
	176	Time to notify certain information to a Regulatory Authority
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequately supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
	4.2.2	Professional standards guide practices, interactions and relationships.
	5.1.2	The dignity and rights of every child is maintained.
	6.1.3	Current information is available to families about community services and resources to support parenting and family wellbeing
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Sources, further reading and useful websites

#### Sources

- Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018

- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, [www.childcarebydesign.com.au](http://www.childcarebydesign.com.au).

### Further reading

- St John (2012). *Factsheets*.  
/http://www.stjohn.org.au/index.php?option=com\_content&view=article&id=22&Itemid=34 accessed 28 March 2012

### Useful websites

- Office for Early Education and Care – [www.education.qld.gov.au/earlychildhood](http://www.education.qld.gov.au/earlychildhood)
- Workplace Health and Safety Queensland – [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)
- WorkCover Queensland – [www.workcoverqld.com.au](http://www.workcoverqld.com.au)

### Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

#### Person Responsible for Review:

Service Manager, Children's Services

<b>Implementation Date:</b>	3 November 2014	<b>Review Date:</b>	July 2020
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### Modification History

Date	Sections and/or Paragraphs	Source	Details
2016/08/31	Whole Policy	WCS	New Format
2018/01/19	Regulations and Quality Areas	National Reg 2017, NQS 2018	Updating of Quality Areas in line with NQS 2018
2018/07	Whole document		Minor wording changes

Approved by Susan Henderson, Service Manager Children's Services:



Date: 3 November 2014