

## WCS Children's Services

### WH&S – Incident, Injury, Trauma, Near Miss and Illness Policy

#### Background

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Incident is an event or occurrence which happens. Injury is when harm, hurt or a wound occurs and damage is sustained. Trauma is a physical or emotional injury. Illness is being unwell, sick or in poor health.

#### Policy Statement

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The Service recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The educators are qualified in First Aid and CPR, and trained to deal with asthma and anaphylaxis. Information about children's known medical conditions is readily accessible, as is any medication required to manage those conditions.

#### Strategies and Practices

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- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training. The required number of educators with these qualifications and positioned near children meets regulatory requirements at all times, including on excursions.
- First Aid kits are located so that educators can readily access them in an emergency. They are clearly labelled, and kept out of the reach of children. A portable First Aid kit is available for excursions. The Service maintains a First Aid – List of Items as recommended by an approved First Aid training provider. The contents of all First Aid kits are cleaned, expiry dates checked, and replenished when required. The list is initialed and dated each time the First Aid contents are checked.
- CPR posters from recognised authorities are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces, where possible.
- The Service maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. Parents are required to inform the Service of any changes to these contact details.
- The Service maintains Medical Management Plans for children with identified medical conditions. These plans are updated as required. With parental consent, copies of each child's Medical Management Plan are accessible. The Plans are strictly adhered to in any emergency. Refer to the Service's *Medical Conditions Policy*.
- In the event of a child displaying early symptoms of a childhood illness, the child will be separated from other children, First Aid administered as appropriate, the child made comfortable and their condition closely monitored. Parents will be notified and asked to collect their child as soon as possible to obtain medical attention.

- Should a child become exposed to bodily fluids such as another's saliva or blood (e.g. through a bite), the parents will be notified.
- In the event of an injury to a child, educators are to follow the Service's First Aid procedure. The educator is to complete an Incident, Injury, Near Miss and Illness Report. Parents are asked to sign the report (as proof of disclosure of information), and receive a copy if requested.
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. An Incident, Injury, Near Miss and Illness Report is to be completed, signed by the parents, and they receive a copy, if requested.
- In the event of a child not breathing, educators are to follow First Aid procedures.
- Educators are to inform the Supervisor as soon as possible if they have an accident or are injured at work. The educator will be asked to complete an Incident/Injury-trauma/Near Miss/Illness Report, plus a Notification of Injury report for Insurance Company form for the Service's records. If the educator seeks medical advice, this information should be added to the records. The educator member is also required to notify the Supervisor of any application for WorkCover, and to keep the Supervisor informed of any progress. Refer to reporting process on HR drive/WHS/Accident & Incident reporting/Procedures.
- In the event of trauma for an educator or child, then appropriate support and assistance will be offered. Employee Assistance Program is available for educators. Families can access assistance through WCS insurance avenues.

### Responsibilities of parents/guardians

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- To ensure contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.

### Links to other policies

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- Death of a Child Policy
- Enrolment and Orientation Policy
- Hand washing Policy
- Managing Infectious Diseases Policy
- Medical Conditions Policy

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

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First Aid kits
	147	Medical conditions policy

	136	First Aid qualifications
	146	Supervisor
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record

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 adequate 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, practised and implemented.
	6.1.3	Current information is available to families about the service and relevant 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 and further reading

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### Sources

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

### Further reading

- St John. Factsheets.  
[http://www.stjohn.org.au/index.php?option=com\\_content&view=article&id=22&Itemid=36x](http://www.stjohn.org.au/index.php?option=com_content&view=article&id=22&Itemid=36x)
- [Staying Healthy in Child Care - Preventing infectious diseases.](http://www.nhmrc.gov.au/guidelines/publications/ch43)  
[www.nhmrc.gov.au/guidelines/publications/ch43](http://www.nhmrc.gov.au/guidelines/publications/ch43)

### Useful websites

- Child Safety Australia – [www.childsafetyaustralia.com.au/children/firstaid/firstaid.htm](http://www.childsafetyaustralia.com.au/children/firstaid/firstaid.htm)
- The Royal Children's Hospital Melbourne – <http://www.rch.org.au>

## Policy Review

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

### Person Responsible for Review:

Manager, Children's Services

<b>Implementation Date:</b>	3 November 2014	<b>Review Date:</b>	April 2017
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**Modification History**

Date	Sections and/or Paragraphs	Source	Details
2016/11	Whole document		Review and reformat
2018/02	Quality Areas	Revised National quality Standard 2018	

**Related Documents**

Refer to HR Manual – cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by Susan Henderson, Manager, Children's Services.



Date: 16 January 2017