



Kangaroo Island Children's Services Inc

Enriching life's journey

Adopted:	
Review Date:	June 2019
Signed Governing Council Chair:	
<i>(Governing Council Chair Name)</i>	
Signed Director:	
<i>(Director Name)</i>	

Incident, Injury, Illness & Trauma Policy

Rationale

In early childhood illness and disease spreads easily from one child to another, even when implementing the recommended hygiene and infection control practices. When groups of children play together and are in new surroundings accidents and illnesses may occur. Our service is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

Educators have a duty of care to respond to and manage illnesses, accidents & trauma that occur at the service to ensure the safety and wellbeing of children, educators and visitors. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases.

Scope

This policy applies to children, families, employees, management and visitors of the service.

Implementation

IDENTIFYING SIGNS AND SYPTOMS OF ILLNESS

Early Childhood Educators and Management are not doctors and are unable to diagnose an illness of infectious disease. To ensure the symptoms are not infectious and minimise the spread of an infection medical advice is required to ensure a safe and healthy environment.

High Temperatures or Fevers

Recognised authorities define a child's normal temperature will range between 36.0°C and 37.0°C, this will often depend on the age of the child and the time of day. Any child with a high fever or temperature reaching 38°C or higher will not be permitted to attend KICS.

Illness and Injury

KICS have the right to send children home if they appear unwell. KICS is guided by Staying Healthy in Childcare for exclusion periods for all infectious diseases.

Educators will apply first aid to any child that is injured accordingly. An 'Incident Form (Incident, injury, trauma and illness record)' will be completed stating the nature of the injury, how the injury occurred, and the action taken to support the child through the injury (first aid, comfort etc.). Educators will adhere to the 'Incident, Injury, Illness and Trauma' procedure.

Parents will be notified within 24 hours of all injuries by KICS Administration employees.

Parents will;

- In the event that a child has an injury that the family was not informed about, KICS expect that the family will contact us as soon as possible so the injury can be investigated.

KICS Educators complete a hazard checklist every morning before children arrive to ensure a safe learning environment. Any injuries sustained from a hazard or an object is immediately removed, sectioned off or made safe. Educators will complete all forms necessary and communicate to the Director or their delegate, about the hazard if further action is needed.

All injuries are recorded and monitored by KICS Management to identify and prevent reoccurring hazards.

Regulations require the Approved Provider or Nominated Supervisor to notify Regulatory Authorities within 24 hours of any serious incident at the Service. The definition of serious incidents that must be notified to the regulatory author is:

a) The death of a child:

(i) While being educated and cared for by an Education and Care Service or

(ii) Following an incident while being educated and cared for by an Education and Care Service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an Education and Care Service, which:

(i) A reasonable person would consider required urgent medical attention from a registered medical practitioner or

(ii) For which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction

(c) Any incident where the attendance of emergency services at the Education and Care Service premises was sought, or ought reasonably to have been sought

(d) Any circumstance where a child being educated and cared for by an Education and Care Service

(i) Appears to be missing or cannot be accounted for or

(ii) Appears to have been taken or removed from the Education and Care Service premises in a manner that contravenes these regulations or

(iii) Is mistakenly locked in or locked out of the Education and Care Service premises or any part of the premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

Trauma defines the impact of an event or a series of events during which a child feels helpless and pushed beyond their ability to cope. There are a range of different events that might be traumatic to a child, including accidents, injuries, serious illness, natural disasters, war, terrorist attacks, assault, and threats of violence, domestic violence, neglect or abuse. Parental or cultural trauma can also have a traumatising influence on children. This definition firmly places trauma into a developmental context.

KICS will provide suitable strategies to support children, families, Educators and employees who have experienced trauma.

Management/Nominated Supervisor/Certified Supervisor will ensure:

- First aid kits
- Appropriate cleaning practices are followed
- To keep cold food cold (below 5 °C) and hot food hot (above 60°C) to discourage the growth of bacteria
- Notify parents of any infectious diseases circulating the service
- First aid qualified Educators are present at all times on the roster and in the service

Educators will:

- Advise the parent to keep the child home until they are feeling well and they have not had any symptoms for at least 24-48 hours.
- Practice effective hand hygiene techniques
- Ensure that appropriate cleaning practices are being followed in service
- Disinfect toys and equipment on a regular basis which is recorded on the toy cleaning register

Sources



Government of South Australia
Department for Education and
Child Development

Australian Children's Education & Care Quality Authority. (2014).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
 ECA Code of Ethics
 Guide to the National Quality Standard.
 Raising Children Network - http://raisingchildren.net.au/articles/fever_a.html3
 Staying healthy in child care - 5th Edition www.imagineeducation.com.au/files/GapTraining/Staying_Healthy_5th_Edition.pdf
 Policy Development in early childhood setting
 First Aid Workplace - <http://sydney.edu.au/science/psychology/whs/COP/First-aid-workplace.pdf>

Links to other policies

First Aid Policy
 Food and Nutrition Policy

NQS

Quality Area 2: Children's Health and Safety

QA 2	2.3	Each child is protected
QA 2	2.3.1	Children are adequately supervised at all times
QA 2	2.3.2	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury
QA 2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practices and implemented

Regulations

12	Meaning of serious incident
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
88	Infectious diseases
89	First aid kits
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161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
174	Prescribed information to be notified to Regulatory Authority
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