

Policy 6: Incident, Injury, Trauma and Illness

Rationale:

Port Pirie West 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 accidents/illnesses:

- Comfort child and administer appropriate first aid
- Staff member in attendance to record the following details on the Incident, Injury, Trauma and Illness Form, including:
 - * Child's name and date of birth
 - * Date of incident/illness
 - * Time injury/illness occurred
 - * Details of how injury/illness occurred or was noticed
 - * Location of injury on child
 - * Action taken
 - * Staff member's name
 - * Other educators present
- Record details in the first aid log
- When the child is collected, the parent/carer will be asked to sign the Incident, Injury, Trauma and Illness Form and then it will be filed in the confidential medical folder under the child's name. Parents/carers will be notified within 24 hours of the incident occurring– this may require educators to phone or send an SMS.

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. Educators will also ring and inform parents of any biting incidents.

Procedure for serious accidents/trauma

- Comfort child and administer appropriate first aid
- Contact emergency services. The ambulance officer and staff member will determine a course of action
- Contact a parent/guardian or emergency contact person and inform them of the course of action
- If the child is then transported to hospital via ambulance, an Educator will go with the child, and will take the child's enrolment form, ensuring that a copy of the child's details is kept at the Centre
- Relief staff will be arranged as needed
- If the child is admitted to hospital the Educator will stay with the child until a parent or emergency contact person arrives
- The educator at the hospital will keep the Children's Centre informed of the situation until the parent or emergency contact arrives.
- An educator will complete the Incident, Injury, Trauma and Illness Form and details regarding medical attention as required, taking care to accurately record all relevant information. Give completed form to Director
- Director to complete IRMS – Incident Response Management system via Eduportal 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 or on EMS.
- Arrange relief staff if needed
- Ensure that accurate written records are kept

- Director complete IRMS – Incident Response Management System via the Eduportal

Injured Staff are required to:

- Complete the online incident report form
- Complete and forward appropriate medical forms to the Director
- 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.

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 of the Children's Centre will ensure that 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 Education Director, Rob Knight 0427 005 494
- Delegate a staff member to supervise and support the staff in order that the Children's Centre may continue to function satisfactorily or make a decision to close the Centre and to notify all parents/carers immediately
- Notify the Chairperson of the Governing Council
- Ensure that accurate written records of the event and all procedures taken are made.
- Complete an IRMS report
- Staff needing counselling: through DfE Employee Assistance programs (Corporate Health, Access, Human Psychology & Benestar).

SOURCES; DECS Health and Safety Services

www.decs.sa.gov.au/ohs/pages/injury management

Children's Services (Child Care) Regulations 1998

SMART: Strategies for Managing Abuse Related Trauma – Safe Work Australia

POLICY REVIEWED	May 2023	NEXT REVIEW DATE	April 2024
-----------------	----------	------------------	------------