



## Incident, Illness, Accident & Trauma Policy

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 Kindergarten is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

This policy is underpinned by the Department for Education's Reporting Critical Incidents & Injuries procedure and Emergency Management Framework.

### **PURPOSE**

Educators have a duty of care to respond to and manage illnesses, accidents, incidents & trauma that occur at the Kindergarten 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, staff and visitors of the Kindergarten.

### **IDENTIFYING SIGNS AND SYPTOMS OF ILLNESS**

Early Childhood Educators 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.

Symptoms indicating illness may include:

- Behaviour that is unusual for the individual child
- High Temperature or Fevers
- Loose bowels
- Faeces with grey, pale or contains blood
- Vomiting
- Discharge from the eye or ear
- Skin that display rashes, blisters, spots, crusty or weeping sores
- Loss of appetite
- Dark urine
- Headaches
- Stiff muscles or joint pain
- Continuous scratching of scalp or skin
- Difficult in swallowing or complaining of a sore throat
- Persistent, prolonged or severe coughing
- Difficulty breathing



## High Temperatures or Fevers

Children get fevers or temperatures for all kinds of reasons. Most fevers and the illnesses that cause them last only a few days. But sometimes a fever will last much longer, and might be the sign of an underlying chronic or long-term illness or disease.

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 the Kindergarten until 24 hours after the temperature/fever has subsided.

### *Methods to reduce a child's temperature or fever*

- Encourage the child to drink plenty of water (small sips), unless there are reasons why the child is only allowed limited fluids
- Remove excessive clothing (shoes, socks, jumpers, pants etc.) Educators will need to be mindful of cultural beliefs.
- Sponge lukewarm water on the child's forehead, back of neck and exposed areas of skin
- The child's temperature, time, medication, dosage and the staff member's name will be recorded in the Illness Folder, and the parent asked to sign the Medication Authorisation Form on arrival

### *When a child has a high temperature or fever*

- Educators will notify parents when a child registers a temperature of 38°C or higher.
- The child will need to be collected from the Kindergarten and will not be permitted back for a further 24 hours after the child's last temperature
- Educators will complete an illness, Incident, Illness & Injury record and note down any other symptoms that may have developed along with the temperature (for example, a rash, vomiting, etc.). This form is to be provided to parent/caregiver on collection

## Dealing with illness

Our Kindergarten works to prevent the spread of an infectious disease by following exclusion requirements are implemented according to the SA Health Exclusion from Preschool guidelines, which can be found here:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

The Department for Education First Aid and Infection Control Standard is also used as a guide to support the effective management of illness in our Kindergarten.



## **Vaccine Preventable Diseases**

Our kindergarten implements the Protecting children against vaccine preventable diseases procedure This includes:

- ensuring children are not able to enrol in or attend an early childhood service unless all immunisation requirements are met
- recording and managing the current immunisation status of children attending an early childhood service
- managing immunisation records on site
- preventing the spread of an infectious disease by following exclusion requirements are implemented according to the SA Health exclusion guidelines
- confirmed cases of infectious diseases are reported on IRMS

## **Serious Injury, Incident or Trauma**

Early childhood education and care services must report serious and critical incidents on the [information and response management system \(IRMS\)](#) within 12 hours.

### **INCIDENTS REQUIRING NOTIFICATION**

Incidents requiring notification under the education and care services national law are:

- the death of a child while being educated and cared for by the services or following an incident while being cared for by the service
- any incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner, or for which the child attended, or ought reasonably to have attended, a hospital
- any incident involving serious illness of a child for which the child attended, or should reasonably to have attended, a hospital
- attendance of emergency services at the education and care services premises was sought as a result of an emergency
- a child was missing from the service or was not able to be accounted for
- a child was taken or removed from the service in a manner that contravenes the Regulations
- a child was mistakenly locked in or locked out of the service premises or any part of the premises
- incident that requires/required the Approved Provider to close, or reduce the number of children attending the service for a period (7 day notification period)
- any circumstance that poses a risk to the health, safety or wellbeing of a child attending the service (7 day notification period)



- any incident where you reasonably believe that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service
- any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by the service.

#### COMPLAINTS REQUIRING NOTIFICATION

Complaints requiring notification under the education and care services national law are complaints that allege:

- a serious incident has occurred while a child is being educated and cared for by a service
- the National Law and/or National Regulations have been contravened.

#### NOTIFICATION PROCESS

Where it is deemed to be a serious notifiable incident the site leader must contact the [Incident Management directorate \(IMD\)](#) and inform the education director.

Parents are to be notified as soon as practicable following the incident (and no later than 24 hours after the event).

The service must then:

- make a report on IRMS within 12 hours – including outcomes for child and strategies undertaken to reduce the risk of incident reoccurring
- complete an [Incident, injury, trauma and illness record \(PDF 653.1KB\)](#) to notify the parent/s of the incident where relevant
- obtain a signature of the witness and parent on the record
- record any attempts made to contact parent/s
- scan and attach Incident, injury, trauma and illness record on IRMS.

#### Regulation and compliance team

The Regulation and Compliance team makes notifications of serious incidents, incidents and complaints to the Education Standards Board on behalf of our kindergarten within 24 hours of the event.

Regulation and Compliance is responsible for:

- reviewing the information in the report to ensure adequate detail is provided
- contacting the service to obtain additional information
- completing the notification online along with any supporting documentation



- logging this notification on the Action Log tab in IRMS.

#### Related policies

- Assault, weapons, sexual, drug and other offences reported on site - site responsibilities procedure
- Code of Ethics for the South Australian Public Sector
- Incident coordination: managing incidents of extreme severity procedure
- Reporting critical incidents, injuries, hazards and near misses procedure
- Managing allegations of sexual misconduct guideline
- Protective practices for staff in their interactions with children and young people: guidelines for staff working or volunteering in education or care settings
- Provision of counselling for children, young people, parents and employees when responding to critical incidents of a sexual nature procedure
- Responding to problem sexual behaviour in children and young people: guidelines for staff in education and care settings
- Safety management procedure
- Search and seizure procedure
- Work health and safety policy

#### Regulations

[Regulation 162](#) – outlines the health information to be kept in the enrolment record for each child enrolled at the education and care service

[Regulation 12](#) – outlines the meaning of a serious incident

[Regulation 85](#) – the incident, injury, trauma and illness policies and procedures of an education and care service nominated persons must follow

[Regulation 86](#) – notification to parents of incident, injury, trauma and illness

[Regulation 87](#) – incident, injury, trauma and illness record

[Regulation 176](#) – time to notify certain information to Regulatory Authority.

