



Incident, Injury and Trauma Policy

Purpose:	The purpose of this policy is help provide a safe and healthy environment at River School Early Childhood Centre by appropriately responding to any incident, injury or trauma to a child or employee at the service	
Scope:	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: All previous Incident, Injury and Trauma Policies
Authorised by:	Dee Farquharson	Date of Authorisation: 17 Nov 2021
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 85, 86, 87, 168(2)(b), 170, 171, 172, 175, 176, 177, 181, 183, 184 • National Quality Standard: Quality Area 2 – Standard 2.1.4 • Staying Healthy (5th ed.) • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulations 2011 (Qld) • Australian Privacy Principles • River School Early Childhood Centre Emergency Management Plan • River School Early Childhood Centre Incident, Injury and Trauma Procedures • River School Early Childhood Centre First Aid Policy • River School Early Childhood Centre Administration of Medications Policy • River School Early Childhood Centre Illness Policy • River School Early Childhood Centre Work Health and Safety Policy • River School Early Childhood Centre Managing Medical Conditions Policy • River School Early Childhood Centre Privacy Policy • River School Early Childhood Centre Record Retention • River School Early Childhood Centre Emergency Management Plan 	
Review Date:	Every 2 years	Next Review Date: 1 Nov 2023
Policy Owner:	AME Board	

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Policy Statement

River School Early Childhood Centre is committed to the health and safety of children attending and employees working at the service. The service will appropriately respond to any incident, injury or trauma to a child or employee at the service.

In accordance with the *Education and Care Services National Regulations 2011*, the service will:

- Develop step-by-step procedures on how to manage an incident, injury or trauma that occurs at the service, which aligns with the requirements under the River School Early Childhood Centre Work Health and Safety Policy.
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the service.
- Notify Early Childhood Education and Care, of the Department of Education, Training and Employment (Queensland), within 24 hours of:
 - A serious incident at the service;
 - The death of a child;
 - Any incident that requires the service to close or reduce the number of children attending the service for a period;
 - Any circumstances at the service that poses a significant risk to the health, safety or wellbeing of a child attending the service; and
 - The education and care being provided by the service for extra child/ren due to an emergency.
- ACECQA has released a [Notification of complaints, incidents and additional children in an emergency \(NL01\)](#) form to use when notifying Early Childhood and Care of the above incidents and circumstances. River School Early Childhood Centre will keep an incident, injury, and trauma record in accordance with section 87 of the Regulation and in line with River School Early Childhood Centre Privacy and Records Retention Policies.
- Keep an incident, injury, and trauma record for any child if an incident, injury, or trauma occurs whilst the child is at the service. The record must include:
 - a) Details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while the child is at the service including—
 - i. The name and age of the child; and
 - ii. The relevant circumstances leading to the incident, injury or trauma; and
 - iii. The time and date the incident occurred, the injury was received or the child was subjected to the trauma;
 - b) Details of the action taken by the service in relation to any incident, injury or trauma which a child has suffered whilst at the service including—
 - i. Any medication administered or first aid provided; and
 - ii. Any medical personnel contacted;
 - c) Details of any person who witnessed the incident, injury or trauma;
 - d) The name of any person—

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- i. Whom the service notified or attempted to notify, of any incident, injury or trauma which a child has suffered whilst at the service; and
- ii. The time and date of the notifications or attempted notifications;
- e) The name and signature of the person making an entry in the record, and the time and date that the entry was made; and
- f) The information above must be included in the incident, injury, and trauma record as soon as practicable, but not later than 24 hours after the onset of the incident, injury or trauma.

Definitions

Definitions relevant to this policy include:

Incident: any unplanned event resulting in or having potential for injury, ill health, harm or other loss

Injury: any physical harm to the body caused by violence or incident

Serious incident: in accordance with section 12 of the Regulation, means for the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—

- 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—
 - i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
Examples: Whooping cough, broken limb, anaphylaxis reaction.
 - ii. for which the child attended, or ought reasonably to have attended, a hospital;
- 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.

Trauma: an emotional wound or shock that often has long-lasting effects or any physical harm to the body caused by violence or an incident

Responsibilities

River School Early Childhood Centre

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River School Early Childhood Centre has the following role and responsibilities:

- Develop appropriate procedures on how to manage an incident, injury or trauma that occurs at the service.
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury, or trauma whilst at the service.
- Notify Early Childhood Education and Care within 24 hours as required under the Regulation.
- Keep an incident, injury, and trauma record for any child if an incident, injury or trauma occurs whilst the child is at the service.

Employees

Employees of the River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre Incident, Injury and Trauma Policy and Procedures.
- Accept and act upon decisions by River School Early Childhood Centre to respond appropriately if an incident, injury, or trauma occurs at the service.

Families

Families of the River School Early Childhood Centre have the following role and responsibilities:

- Be aware of and act in accordance with River School Early Childhood Centre Incident, Injury and Trauma Policy and Procedures.
- Accept and act upon decisions by River School Early Childhood Centre to respond appropriately if an incident, injury, or trauma occurs at the service.

Implementation

In practice, River School Early Childhood Centre’s commitment to appropriately respond to an incident, injury or trauma at the service means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of appropriately responding to an incident, injury, or trauma, including by the development and implementation of this Policy and the related Procedures.
- Training – providing employees with appropriate training in first aid and emergency procedures.
- Record keeping, monitoring, reporting – keeping appropriate records, monitoring and reporting on incident, injury or trauma within the service in line with the this Policy and the service’s Privacy and Record Retention Policies.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families.

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- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

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