



Incident, Injury, Trauma and Illness Policy

Version Number: 1 February 2022

File:

Responsibility of: Director

Effective Date: 01/02/2022

Target Audience: All staff

Next Review Date: 01/02/2024

NOTE: This Policy must be read in conjunction with the *Incident, Injury, Trauma and Illness Procedures*.

1. RATIONALE

The staff of Leanyer Outside School Hours Care (OSHC) are committed to ensuring that the safety and wellbeing needs of children at the service are met. Staff will always act in the best interests of all children being educated and cared for at the service.

2. PURPOSE

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place in the event that a child is injured, becomes ill, or an incident occurs while they are attending the service.

The purpose of this policy is to ensure clear lines of action to minimise the likelihood of, and effectively manage, an event involving a child becoming injured, ill, or involved in an incident.

3. LEGISLATIVE REQUIREMENTS

This policy is consistent with the follow legislative requirements:

Education and Care Services National Law Act 2012		
Revised National Quality Standard (2018)		
Quality Area 2: Children’s health and safety		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
Quality Area 3: Physical environment		
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality

		experiences in both built and natural environments.
Quality Area 6: Collaborative partnerships with families and communities		
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
Quality Area 7: Governance and Leadership		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
Education and Care Services National Regulations (2011)		
<i>Sections:</i>		
165	Offence to inadequately supervise children	
167	Offence relating to protection of children from harm and hazards	
174	Offence to fail to notify certain information to Regulatory Authority	
<i>Regulations:</i>		
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	
95	Procedure for administration of medication	
97	Emergency and evacuation procedures	
103	Premises, furniture and equipment to be safe, clean and in good repair	
104	Fencing	
117	Glass	
161	Authorisations to be kept in enrolment record	
168	Education and care service must have policies and procedures	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies or procedures	
177	Prescribed enrolment and other documents to be kept by approved provider	
183	Storage of records and other documents	

4. LEANYER SCHOOL INNOVATION STATEMENT

Leanyer School, in partnership with parents and community, will provide an education vital to students' achievement as individuals and citizens in the 21st century. Our curriculum will emphasise creativity, collaboration, innovation and leadership. Students will be provided rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

5. LEANYER SCHOOL VALUES

Achievement	Take responsibility for always doing your best.
Curiosity	Ask questions of yourself and others and listen to new ideas.
Respect	Care for yourself, others and the environment.
Collaboration	Work and learn with others to achieve goals.

6. POLICY

Leanyer OSHC aims to reduce the likelihood of incidents, illness, accidents and trauma by implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff so they are equipped to respond quickly and effectively to any incident or accident.

All decision-making will be carried out in accordance with the following principles:

- The safety, health and wellbeing of children are priorities for our service.
- Educators and staff members will receive relevant and up-to-date training to ensure they can effectively respond to incidents, injuries, trauma and illness.
- Care will be taken when assessing the seriousness of an incident and whether there is a need for emergency services to be contacted.
- Keeping families informed is a priority: families will be notified of any serious incident involving their child at our service as soon as possible.
- We will ensure families are notified if the service is affected by a contagious illness.
- In the event of an incident, injury, trauma or illness, we will undertake a review (including a risk assessment) and take any appropriate action to remove or rectify the cause, if required, and implement improvements to procedures, as necessary.
- High levels of supervision will be maintained and ratios will be met at all times. Supervision plans will be regularly reviewed.
- Educators and staff will be provided with access to appropriate and up-to-date information and regular professional development on the management of incidents.
- All educators and staff will be provided with the necessary resources to respond to incidents and injuries.
- We will undertake periodic Work Health and Safety checks of the physical environment, furniture and resources.
- Confidentiality is important and will be maintained at all times.

7. DEFINITIONS

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au

Authority		
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)
Approved first aid qualification	A qualification that includes training in the matters set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Matters include: Emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	National Regulations (Regulation 136)
Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down.	Guide to the NQF
Hazard	A source of potential harm or a situation that could cause or lead to harm to people or property. Work hazards can be physical, chemical, biological, mechanical or psychological.	acecqa.gov.au/media/31336
Injury	Any physical damage to the body caused by violence or an incident.	
Medication	Medicine within the meaning of the <i>Therapeutic Goods Act 1989</i> of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).	
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.	
Medical management plan (MMP)	A document that has been written and signed by a doctor. A MMP includes the child's name and photograph. It also describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition.	National Regulations (Regulation 90)
Minor incident	An incident that results in an injury that is small and does not require medical attention.	
Notifiable incident	Any incidents that seriously compromise the safety, health or wellbeing of children. The notification needs	acecqa.gov.au/newsletters/acecqa-newsletterissue-

	to be provided to the regulatory authority and also to parents within 24 hours of a serious incident. The regulatory authority can be notified online through the NQA IT System.	11-2015 National Law (section 174) National Regulations (Regulation 86)
Serious incident	In section 5(1) of the Law, each of the following is prescribed as a serious incident: (a) the death of a child while that child is at the service; or following an incident occurring while that child was at the service; (b) any incident involving serious injury or trauma to a child occurring while that child is at the service, which required urgent medical attention from a doctor; or attendance at a hospital. Example: A broken limb. (c) any incident involving serious illness of a child occurring while that child is at the service, for which the child attended a hospital. Examples: severe asthma attack, seizure or anaphylaxis reaction. (d) any emergency for which emergency services attended; (e) any circumstance where a child appears to be missing or cannot be accounted for; or appears to have been taken or removed from the service in a way that breaches Regulations; or is mistakenly locked in or out of the service premises or part of the premises.	
Trauma	Is when a child feels intensely threatened by an event he or she is involved in or witnesses.	nctsn.org/what-is-childtrauma/trauma-types/earlychildhood-trauma

8. RELATED POLICIES AND DOCUMENTS

1. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Policy***
2. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Procedures***
3. Leanyer Outside School Hours Care ***Enrolment and Orientation Policy***
4. Leanyer Outside School Hours Care ***Enrolment and Orientation Procedures***
5. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Policy***
6. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Procedures***

Related Policies and Procedures to be developed:

7. Leanyer Outside School Hours Care ***Emergency and Evacuation Policy***
8. Leanyer Outside School Hours Care ***Emergency and Evacuation Procedures***
9. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Policy***
10. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Procedures***
11. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Policy***
12. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Procedures***
13. Leanyer Outside School Hours Care ***Governance and Management Policy***
14. Leanyer Outside School Hours Care ***Governance and Management Procedures***