

▲ DEATH AT THE CENTRE

▲ NQS

Element 2.3.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Element 6.1: Respectful relationships with families are developed and maintained and families are supported in their parenting role.

Element 7.1 Governance supports the operation of a quality service

Element 7.1.2: Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations: 12(a); 87(3) (c) (i); 89; 136; 176(2) (a) (i), (iv); 183(2) (c)

▲ PURPOSE

The purpose of this policy is to detail the processes which will be followed in the event there is a death at the Centre. The Nominated Supervisor or Responsible Person will ensure that immediate and appropriate action is taken to notify any relevant authorities in the event of the death of a child whilst at the Centre.

▲ POLICY

It is the policy of the Centre that the Nominated Supervisor or Responsible Person will follow guidelines prescribed by relevant authorities if there is a death on the premises of the Centre.

▲ PROCEDURES

ASSESSING THE INCIDENT

Centre staff will assess the incident following these principles:

- Check for danger to yourself, to the casualty or to others,
- Check if casualty is conscious or unconscious,
- Check if the casualty's airway is open and clear of object,
- Check if the casualty's chest is rising and falling; check if you can hear or feel the

casualty breathing and if there is not breathing commence with two (2) breaths and

- Check if you see signs of life, like movement or swallowing; check if you can feel a pulse and if there is no pulse, commence CPR.
- Educators, the Nominated Supervisor or responsible person must contact Emergency services on 000 immediately
- If the casualty is a child, Educators, the Nominated Supervisor or responsible person must contact the child's parents/guardians immediately and inform them of the incident, suggest them to come to the Centre or arrange for someone to take them to the Centre and
- Persons, including children attending the Centre, not directly involved in the management of a serious incident will be relocated to another area of the Centre.

ADMINISTERING FIRST AID

Appropriately trained educators will administer First Aid and continue CPR until Emergency Services have arrived (refer to Administering First Aid and CPR Policy).

CONTACTING THE MANAGING DIRECTOR

The Nominated Supervisor or Responsible Person will contact the Managing Director to inform of the incident immediately.

MANAGING THE INCIDENT

- The Managing Director will coordinate the response to the incident and coordinate an internal investigation into the incident,
- The Nominated Supervisor or Responsible Person will organise one person to accompany the casualty to the hospital and
- The Nominated Supervisor or Responsible Person will organise to maintain educators/child ratios at the Centre.

DOCUMENTING THE INCIDENT

The Nominated Supervisor or responsible person will record the relevant information on an Incident Report form and provide it to the Managing Director. The Managing Director may direct other team members involved in the incident to make a written record of the event.

NOTIFYING AUTHORITIES

The Managing Director will notify the appropriate authorities as required under State legislation, including but not limited to:

- State Police Department;

- Regulatory Authority;
- Insurance Company.

Notification of a Serious Incident:

The death of a child being educated and cared for at the Centre or following an incident while being educated and cared for at the Centre, is a “serious incident” under the national law. The Approved Provider will notify the regulatory authority as soon as practicable and within 24 hours of the death using NQAITS portal.

The documentation will be kept until the end of 7 years after the death.

Work Health and Safety (W/OHS) requirements:

The death of a person is a “notifiable incident” under the Work Health and Safety legislation. The Approved Provider or Nominated Supervisor must notify Work Cover by telephone or in writing (including by facsimile or email) as soon as possible after the death. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The Approved Provider/Nominated Supervisor must ensure the site where the death occurred is left undisturbed as much as possible until an inspector arrives or as directed by Work Cover.

MAINTAINING CONFIDENTIALITY

Centres staff will not discuss the incident with any person unless expressly instructed to do so by the Managing Director and otherwise refer to the Privacy and Confidentiality Policy. Under no circumstances will Centre staff make any comment to the media. If required, a media statement will be issued by the Managing Director.

SUPPORT

FROEBEL will provide support, including crisis counselling, to the families and to educators involved in the incident.

▲ SOURCES AND FURTHER READING

- Education and Care Services National Regulations
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Emergency Management Australia, Preparing for the Unexpected:
<http://www.em.gov.au/Documents/Preparing%20for%20the%20Unexpected%20=%20two%20page%20format.PDF>

▲ **Approved Provider:**
FROEBEL Australia Ltd
ABN: 73 135 620 370
www.froebel.com.au

- St John Ambulance Australia – Resuscitation:
www.stjohnnsw.com.au/secure/downloadfile.asp?fileid=1004776

▲ ASSOCIATED POLICIES

- Privacy and Confidentiality
- Supervision
- Emergency Response
- Administering First Aid and CPR

▲ POLICY REVIEW

- The Centre (together with educators/carers) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures
- **Next review:** 26.06.2023
- **Last review:** 26.06.2024