

▲ ACCIDENTS AND INCIDENTS

▲ NQS

Element:2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented

Element 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Element 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

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: 85-89; 97; 100-101; 168; 176; 183

▲ PURPOSE

Comprehensive health and safety protocols have been developed to minimise the risk of accidents and incidents occurring at the centre. Unfortunately, accidents and injuries are not entirely preventable. The purpose of this policy is to:

- Effectively respond to and manage accidents, illness, and emergencies which occur at FROEBEL to ensure the safety and wellbeing of children, educators and visitors.
- Set out the protocols that will be followed so that the educators clearly understand their responsibilities.
- Establish the reporting protocols following accidents and incidents at FROEBEL.

This policy outlines the steps for documenting all accidents, injuries or illnesses which occur at FROEBEL. The Nominated Supervisor or Responsible Person on duty is required to investigate all accidents, injuries, or illnesses and to take necessary action to prevent the re-occurrence of similar incidents. Where any person at the centre sustains a serious injury, the Nominated Supervisor or Responsible Person on duty is required to immediately inform the relevant contact at Head Office.

This policy, and its related policies and procedures will be followed by Nominated Supervisors, educators, employees, and volunteers at FROEBEL in the event that a child or adult:

- is injured.
- becomes ill or suffers a trauma.

▲ PROCEDURES

- An Incident, Injury, Trauma and Illness Record will be completed as soon as possible after treatment occurs.
 - When completing an incident report form no identifying information of other children involved in an incident will be disclosed.
 - Reference to other children will be by stating 'the other child (ren)''
 - At times a child may mention to their parent/caregiver who the other children involved are, however employees are to maintain each individuals' privacy and confidentiality at all times and clearly state that due to privacy and confidentiality we cannot disclose details of the other child(ren).
- The Nominated Supervisor or Responsible Person on duty at the centre will ensure that a parent of a child is notified as soon as practicably possible and without undue delay.
- First aid kits will be easily recognised and readily available for educators to access in all the children's play areas in the centre.
- First aid kits will always be taken on excursions.
- The first aid kits will be suitably equipped having regard to the hazards at the Centre, past and potential injuries and size and location of the centre.
- First Aid, anaphylaxis management and asthma management training qualifications will be maintained as per legislation.
- First aid qualified educators will be always present on the roster and in the centre. They will never exceed their qualifications and competence when administering first aid.

During induction training for new educators, we will:

- Advise which educators hold first aid qualifications, and asthma and anaphylaxis management training and the location of the first aid kits.
- Obtain information about any first aid needs the educator may have that could require specific treatment in a medical emergency. This information will only be provided to first aid qualified educators with the employee's consent.
- FROEBEL will review first aid response plans, location of the first aid kit and who our first aid trained educators are at least annually or when there are any changes during staff meetings, emails, or memos.

FIRST AID KITS

An appropriate number of first aid kits will be kept, having regard to the number of children being educated and cared for at the centre.

- The Nominated Supervisor is responsible for overseeing the maintenance of all First Aid kits at the centre.

- A First Aid delegated individual will be responsible for keeping all First Aid kits replenished.
- These individuals are responsible for using the First Aid Checklist and ensuring each Kit has the required quantities, items that are within their expiry dates, and sterile products that are sealed.
- The First Aid kit will be checked after each use or if unused, or monthly whichever occurs first. They will also consider whether the first aid kits and modules suit the centre's hazards and the injuries that have occurred. If the kit requires additional resources, the responsible person will ensure replacement without delay.

We will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

ADMINISTRATION OF FIRST AID AND MANAGING INCIDENTS

Educators will comply with the following, in the event that any person at the centre sustains an injury requiring First Aid or medical treatment:

- Educators will immediately apply First Aid principles to manage the injury.
- Educator or a staff member notifies Nominated Supervisor or Responsible Person on Duty and a first aid qualified educator of the incident, illness, or injury.
- Nominated Supervisor or Responsible Person on Duty and first aid qualified educator reviews child's medical information including any medical information disclosed on the child's enrolment form, medical management plan or medical risk minimisation plan before the first aid qualified educator attends to the injured or ill child or adult.
- If the illness or incident involves asthma or anaphylaxis, an educator with approved asthma or anaphylaxis training will attend to the child or adult.
- Nominated Supervisor or First Aid qualified educator supervise and care for children in the vicinity of the incident, illness, or injury.
- 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.
- The Nominated Supervisor or Responsible Person and First Aid qualified educator will assess the injury to determine further actions:
 - Where the injury is minor; for example, a small cut or abrasion (other than to the face), educators will document the incident and following action on an Incident Report form and
 - Where the injury is serious, educators will contact the parents/guardians immediately to inform them of the situation; where parents/guardians cannot be contacted the Nominated Supervisor or Responsible Person on duty will contact emergency services on 000 immediately.
- The Nominated Supervisor, Responsible Person on duty or First Aid qualified educator will provide specific information to emergency services, including the following:
 - Centre address,
 - Nature of injury,

- Name of injured person,
- Details of First Aid treatment already administered and
- Any other information requested by emergency services.
- In some circumstances the Nominated Supervisor or Responsible Person on duty or first aid qualified educator will contact emergency services prior to contacting the parents/guardians for example, cessation of breathing, serious injury etc.; the centre will not be liable for any medical, ambulance fees or other costs that may incur as a result of seeking medical attention.
- Emergency services may provide instructions to centre staff while waiting for the ambulance to arrive; where educators receive direction from emergency services they will be implemented.
- Educators will remain with the casualty until the parents/guardians arrive; where parents/guardians are unable to attend the centre, educators will contact the parents/guardians to advise if the casualty has been taken to hospital.
- Where the casualty is a child, a person familiar to the child will accompany them in the ambulance if the parents/guardians are unable to attend the centre immediately; a copy of the child's Enrolment Form will be taken to the hospital; where the child has a medical action plan, a copy will be provided to the Ambulance Officers.
- Nominated Supervisor or Responsible Person on Duty ensures Incident, Injury, Trauma, and Illness Record is completed in full and without delay and parent or authorised nominee is notified as soon as possible and within 24 hours of the injury, illness, or trauma.

DOCUMENTING AND REPORTING ACCIDENTS AND INCIDENTS

Educators will use the Incident, Injury, Trauma, and Illness Record provided by FROEBEL. The record is to be signed by the Nominated Supervisor or Responsible Person on Duty, parent(s) and educators who witnessed the incident.

The Nominated Supervisor or Responsible Person on duty will notify the relevant person at Head Office, (Quality and Compliance Manager or Managing Director) who will notify the regulatory authority as per reporting time frames stipulated. This includes any serious injury or trauma, or illness of a child which a reasonable person would consider required urgent medical attention from a medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital.

A serious incident may include:

- The death of a child
- An incident at the centre where the emergency services attended or should have attended (e.g., broken limb, severe asthma attack, seizure, or anaphylaxis)
- A child is missing.
- A child has been taken from the centre without the authorisations required under the regulations.

- A child is mistakenly locked in or out of the centre.

A serious injury, illness or trauma which requires notification includes:

- Amputation
- Anaphylactic reaction requiring hospitalisation.
- Asthma requiring hospitalisation.
- Broken bones/ Fractures
- Bronchiolitis
- Burns
- Diarrhoea requiring hospitalisation.
- Epileptic seizures
- Head injuries
- Measles
- Meningococcal Infection
- Sexual Assault
- Witnessing violence of a frightening event

When our centre only becomes aware that the incident was serious afterwards, we will notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

We will notify the regulator logging onto the National Quality Agenda IT System (NQAITS) and completing the relevant reporting pathways.

For notifiable incidents under the work, health and safety legislation please refer to the: **Work Health and Safety Policy.**

All incidents will be recorded in CAMMS our internal quality assurance system that allows review, and reflection of incidents.

▲ SOURCES AND FURTHER READING

- Children Education and Care Services National Law Application Act 2010
- Education and Care Services National Regulations
- National Quality Standard
- [National Health and Medical Research Council: "Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)", June 2013](#)

▲ ASSOCIATED POLICIES

- Accident Prevention
- Administering First Aid and CPR
- Code of Conduct and Ethics
- Death at the centre
- Emergency Action Plan
- Medical Conditions Policy
- Privacy and Confidentiality
- Work Health and Safety Policy (NSW and VIC)

▲ POLICY REVIEW

- The centre (together with educators/carers) will review this policy every 12 months.
 - The Approved Provider and Centre Director ensure that educators maintain and implement this policy and its procedures at all times.
 - Families are encouraged to collaborate with the centre to review the policy and procedures.
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- **Last review:** 31.07.2023
 - **Next review:** 31.07.2024