

Konomi Kindergarten

Incident, injury, trauma and illness Policy

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Rationale

The health and safety of children in education and care services is the responsibility of all approved providers and educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the program by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Aims of this policy

Konomi kindergarten will:

- Ensure that immediate action is taken in the case of any incident, injury, trauma, or illness, and accident or emergency treatment is initiated as well as accurate records completed and kept.
- Maintain communication with families to ensuring that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements; and
- Ensure a doctor clearance certificate for illness, injury and trauma is received on child's return to the centre
- Ensure that this policy is implemented in conjunction with our Emergencies and evacuation policy.

Strategies & Practices

The Director, Nominated supervisor and Educators will consider the development of children's wellbeing as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

The procedures of Konomi kindergarten will include the following

The Approved Provider/Nominated Supervisor will ensure:

- The parent/guardian of a child attending the Service has given:
 - written authorisation for the service to seek, urgent medical, dental, hospital treatment or ambulance service.
 - written consent to carry out the appropriate medical, dental or hospital treatment.
- If a child has an accident or becomes ill at the Service:
 - The child will be supervised by an educator/staff member until the child becomes well or a parent/guardian/authorised nominee of the child arrives.
- If urgent medical or dental treatment is required, immediate steps will be taken to secure treatment.
 - A child's preferred medical practitioner or dentist will be contacted and used where practicable.
 - The parents/guardian will be notified as soon as practically possible.
 - The child will be returned to the care of the parent/guardian as soon as practicable.
- If any medication, medical, hospital, dental or ambulance services are obtained, a parent will be notified as soon as practically possible of the situation and what has been required.
- If a serious accident occurs at the Service requiring a child to receive medical, dental or hospital treatment the following are to be notified:
 - The parent/guardian of the child
 - The Approved Provider

- The Regulatory Authority / The Department of Education and Communities within 24 hours (Form SI01 Notification of Serious Incident)
- If a death of a child occurs at the Service the following are to be notified:
 - The parent/guardian of a child that their child has been taken to hospital (Doctor to tell parents of death)
 - The Police
 - The Approved Provider
 - The Regulatory Authority / The Department of Education and Communities within 24 hours (Form SI01 Notification of Serious Incident)
- The Approved Provider will ensure that an Incident, Injury, Trauma and Illness Record is completed by educators/staff, signed and dated, as soon as reasonably possible within 24 hours.
- The Approved Provider must ensure that a parent/guardian is as soon as practicable, but not later than 24 hours after the occurrence notified of the incident/injury /illness, /trauma and in doing so signs and is given a copy of the Incident, Injury, Trauma, and Illness record.
- The Approved Provider must keep the Incident, Injury, Trauma and Illness Record until the child is 25 years of age.

The Approved Provider of Konomi Kindergarten will ensure that policies and procedures are in place to enable the Nominated Supervisor and the primary contact staff to comply with the requirements of the Education and Care Services National Regulations 2011 Division 3 Section 176.

Konomi Kindergarten will have at least one person at all times on the premise that holds a current approved First Aid Qualification, as well as Asthma and Anaphylaxis training.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Educators will:

1. Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
2. Consider the planning of the physical environment and experiences, ensuring that the spaces are safe;
3. Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing;
4. Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times;
5. Seek further medical attention for a child if required;
6. Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
7. Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness;
8. Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child;
9. In response to injuries that caused by a particle entering a child's skin, educators do not tempt to remove any particle from a child's skin, try to cover or immobilise the particle by bandage/band aid and seek medical advice. Inform families of the injury
10. In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required;
11. Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid;
12. Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities;

13. Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired. Use risk assessment if unsure
14. Ensure that hazardous items are inaccessible to children; and
15. Be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy.

Evaluation

Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented. Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Required Legislations

- Education and Care Services National Regulations 2011 (85)
- Education and Care Services National Law Act 2010 - 167
- Link with Standard2.1
- National Quality Standards 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

Sources

- Guide to the National Quality Standard ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011)
- EYLF – Belonging Being Becoming (2009)
- The Manual – Managing a Children’s Service – Community Child Care Co-operative (2009)
- Health and Safety in Children’s Services Model Policies and Practices – 5th Edition revised (2012)
- Education and Care Services National Regulations 2011: 12, 85, 86, 87, 88, 89, 103, 136-137, 176 (2) (a), and 176 (2) (a) (ii), 176 (2) (b), 245
- St John ‘Basic Life Support’ booklet (edition 2010) & St John ‘Apply First Aid’ Courses 2014

Links to National Quality Standard: QA1, QA6, 2.1, 2.3
Education and Care Services National Law Application Act 2010: 167

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed in March 2016

Next Review Date: March 2017