



CATHOLIC EDUCATION

WESTERN AUSTRALIA

INCIDENT, INJURY AND TRAUMA POLICY AND PROCEDURES

POLICY STATEMENT

Our service will as far as practicable ensure the safety, health and wellbeing of children attending by maintaining a safe and healthy environment in which the risk of injury to children is minimised.

Should a child be involved in an incident resulting in injury at the service, or while attending an excursion, staff will follow clearly documented practices and procedures as outlined in our *Accident and Illness Plan* to ensure appropriate care is provided in a calm and effective manner.

RATIONALE

The dignity, safety and well-being of people are central to the teachings of the Catholic Church and are also a central theme of The Early Years Learning Framework (Belonging, Being and Becoming) and the Framework for School Age Care (My Time, Our Place).

Through the implementation of this policy we wish to ensure that children who are involved in an incident resulting in injury or trauma while attending the service are cared for in a professional manner that supports their sense of safety and wellbeing.

PROCEDURES

Staffing

- The Nominated supervisor and at least one educator with current ACECQA approved first aid, asthma and anaphylaxis training as defined in the national regulations will be on the premises at all times the service is caring for children. We encourage and support all staff at Holy Name to complete and maintain first aid qualifications
- An educator with current approved first aid, asthma and anaphylaxis training will also attend each excursion from the premises and a first aid kit will be taken on all excursions.
- An appropriately maintained first aid kit will be kept at the premises.
- No child may be enrolled at the service unless an authorisation to seek medical assistance has been signed by a parent or person legally responsible for the child (see *Enrolment Policy*).

Educator practices

- Superficial injuries will be dealt with as per the *Administration of First Aid Policy*.
- When an injury that requires more than superficial first aid occurs, an educator with a current approved first aid qualification, including CPR, will administer first aid and act in accordance with the service's *Accident and Illness Plan*.

- Where serious incidents or accidents have occurred the child's parents or legal guardian will be notified as soon as practicable but no later than 24 hours.
- After an incident at the service, educators will comfort children and be aware that some children may experience physical symptoms relating to shock.
- A child who sustains an injury or experiences trauma, but is deemed able to remain at the service after first aid treatment, will be resettled into the OSHC room's activities when they feel they are ready. Children will be monitored throughout the day for changes in condition. Any changes will be noted and actioned where necessary.
- The nominated supervisor will decide, based on the nature of the injury sustained if the child's parents should be called at the time of the accident. For example, if first aid was applied, parents should be contacted immediately. (See *Administration of First Aid Policy*).

Injury, trauma and accident records

- The nominated supervisor will ensure that a record is completed after any incident, injury, trauma or illness involving an enrolled child during a care session.
- The incident will be recorded within 24 hours of the incident and will include the time and date of the incident, details on the nature and circumstances of the injury or accident, details on any action taken and the name of any witness to the incident.
- If the event of a child sustaining an injury to any part of the body above the shoulders a family member will be contacted by staff immediately to inform them of the injury. A record will also be shown to the person collecting the child from care. For all other injuries staff will ensure that families are notified within the required 24 hour time. Staff will explain clearly to the person collecting the child how the accident/injury occurred and request that they sign the *Record of Injury, Trauma or Accident* to confirm the matter has been discussed with them.
- The original *Record of Injury, Trauma or Accident* form will be placed on the child's personal file and a copy on the service's record of injury, illness, trauma or accident file. The original record will be retained until the child reaches 25 years of age.
- The nominated supervisor will ensure that a record of a serious incident, as defined under regulation 12 of the regulations, will be provided to the Education and Care Regulatory Authority through the Catholic Education Office of WA within 24 hours of becoming aware of the incident.
- The nominated supervisor will ensure that a record of death of an enrolled child during a care session, including details of the circumstances in which the child dies will be provided to the Education and Care Regulatory Authority through the Catholic Education Office of WA within 24 hours of becoming aware of the death. A record in regard to the death of a child will be kept for a period of 7 years from the day on which the record was made.

REFERENCES

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2017), *The Guide to the National Quality Framework, February 2018*, ACECQA, NSW.

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Review history

YEAR OF REVIEW	AMENDMENTS
June 2015	Reviewed and edited content to align with requirements under the national regulations.
May 2018	Update reference details and Notification information

Next review
December 2020