

Last reviewed: July 2019  
Nillumbik Playhouse Policy

## **Incident, injury, trauma and illness**

### **POLICY STATEMENT**

Nillumbik Playhouses are committed to ensuring the provision of immediate, responsive, quality administration of first aid care in the event that a child is injured, becomes ill, or suffers a trauma. Playhouse is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices. Playhouse ensures preparedness to respond to an illness and emergency care event through providing suitable first aid resources and adequately training to key staff.

This policy provides provisions for responding to routine and emergency medical events. Not included in this policy are provisions for dealing with medical conditions and the administration of medication, dealing with infectious disease and anaphylaxis or other emergency and evacuation events.

### **SCOPE**

This policy applies to the Primary Nominee, Approved Nominee, Accepted Nominees, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

### **LEGISLATION**

#### **Children's Services Regulations 2009 (v10)**

Regulation 28; 31-33; 36-38; 40-41; 44  
Regulation 63; 68; 75; 78; 84; 86; 88; 90-91

#### **Children's Services Act 1996 (Vic)**

Section 26-27; 29

#### **Occupational Health and Safety Act 2004 (Vic)**

#### **Education and Care Services National Regulations**

Regulation 77; 85-87; 89; 99; 103-105; 109; 112; 115  
Regulation 136; 157; 161-162; 168; 170-172

#### **National Quality Standard**

Standard 2.1; 2.3

#### **Education and Care Services National Law Act 2010**

Section 165; 167; 172-174; 189

## GOALS / What we are going to do

- Effectively manage any incident, injury, trauma or illness.
- Ensure timely and appropriate notifications have been made to parents, management and relevant authorities.
- Ensure the Playhouse operates within the regulatory framework by maintaining accurate incident, injury, trauma and illness and medical authorisation records.
- Ensure staff meet their duty of care obligations and respond to the specific needs of children, including providing immediate, responsive first aid to a child or adult in need at the Playhouse.
- Ensure that the environment is safe and that other persons are not in danger of becoming involved in the incident, or ill, injured or experiences trauma.

## RELATED DOCUMENTS

Relevant service policies such as:

Enrolment and orientation	Dealing with medical conditions	Interactions with children
Staffing	Child safe environment	Excursions
Dealing with infectious disease	Anaphylaxis	Delivery & collection of children

## RESOURCES

Australian Children's Education and Care Authority

[www.acecqa.gov.au/nqf-changes/information-sheets-andresources](http://www.acecqa.gov.au/nqf-changes/information-sheets-andresources)

## AUTHORISATION

This policy was adopted on 7 August 2019.

## REVIEW DATE

This policy shall be reviewed in December 2020.

## **PROCEDURES/ How it will be done**

### **To ensure preparedness for an incident, injury, trauma or illness event**

#### **The Primary Nominee will:**

- Inform families of the service's Incident, injury, trauma and illness policy.
- Ensure the following persons are in attendance, and immediately available in an emergency, at all times that children are being educated and cared for at Playhouse:
  - At least one educator who holds a current approved first aid qualification;
  - At least one educator who has undertaken current approved anaphylaxis management training;
  - At least one educator who has undertaken current approved emergency asthma management training.
- Provide staff with access to appropriate up to date information, or professional development on the management of incidents, injury, trauma and illness.
- Supply and maintain a suitably equipped first aid kit at the service (regulation 84(1))
- Ensure the first aid kit is easily recognisable and readily accessible to educators and inaccessible to children (regulation 84(3)).
- Store copies of First Aid Qualifications in Staff Records (regulation 38(2)).
- Inform children, families, and educators of those persons who hold first aid qualifications.

#### **The educators will:**

- Provide a copy of their updated First Aid Qualifications to the Primary Nominee upon request.

#### **The families will:**

- Be informed of the policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including immunisation status and illness at the service.

- Inform the Playhouse and keep children at home if they are unwell or have an excludable infectious disease.

### **To reduce the likelihood of an incident, injury, trauma or illness event**

#### **The Primary Nominee will:**

- Ensure that safe practices are adhered to for the wellbeing of both the child and educators.
- Ensure staff maintain high levels of supervision at all times and review supervision plans regularly.
- Ensure educators understand and follow procedures.

#### **The educators will:**

- Maintain high levels of supervision at all times.
- Provide a child safe environment as per the Child Safe Environment Policy.
- Be aware of the signs and symptoms of illness/trauma.
- Provide varied opportunities for children to practice appropriate hygiene and safety related tasks such as hand washing.

### **In response to an incident, injury, trauma or illness event**

#### **The Primary Nominee will:**

- In the event a serious incident or serious injury, trauma or illness (see Appendix 1), enact the emergency management plan immediately.
- Ensure appropriate first aid that is reasonable in the circumstances is provided to any child being cared for or educated by the service.
- Notify the Parent/Guardian as soon as practicable of incident, illness, or emergency care event.

- Make arrangements as soon as practicable to remove the child from the service if it is necessary in the interests of the health, safety or wellbeing of that child or other children attending the service.
- Make a notification in the event of a serious incident or serious illness, injury or trauma as follows:
  - Under the Victorian Children’s Services Regulations (2009), in the event of a serious incident (any incident requiring the attendance by emergency services (regulation 90 (2)) make a notification to the Secretary by telephone within 24 hours of the incident, followed by written notification as soon as practicable (regulation 90(1)) and the Parent/Guardian of that child is notified as soon as practicable of the incident or occurrence (regulation 91).
  - Effective 1 October 2017, under the National Quality Framework, the notification of a serious incident or serious illness, injury or trauma (see Appendix 1) to a regulatory authority is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason. An emergency is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at a service. There is a summary of all notifications and timeframes on the ACECQA website.
- Make a notification of a serious incident or serious illness, injury or trauma to the Licensee as soon as practicable.

**The educators will:**

- In the event a serious incident or serious injury, trauma or illness (see Appendix 1), fulfil their responsibilities as outlined in the Emergency Management Plan or as directed by the Primary Nominee.
- Implement appropriate health and safety procedures when tending to ill children (see guidelines in Dealing with infectious disease policy).
- Provide first aid that is reasonable in the circumstances (regulation 86(1)).
  - assess the situation and control potential hazards to other persons immediately.
  - apply first aid measures and call emergency services if required.
  - keep child under close supervision and observation until the child recovers or the child’s Parent/Guardian (or authorised person) or emergency services take charge of the child.

- Following an incident that doesn't require first aid, the child indicates they are experiencing pain or discomfort, contact the Parents/Guardian regarding their child's wellbeing. This is particularly important if there is a near miss and there are no obvious signs of trauma to the child.
- If further medical assessment from a registered medical practitioner is deemed necessary (but does not require attendance of emergency service), contact the child's Parents/Guardian and request their child is collected and medical attention sought.
- Record as soon as practicable (but no later than 24 hours) every incident, illness, injury or trauma using the approved record and including details as prescribed in relevant regulations

## APPENDIX 1

Serious incident or serious illness, injury or trauma can include:

- the death of a child while that child is being educated and cared for at the service or following an incident while that child was being cared for by the service
- a serious injury or trauma while the child is being educated and cared for, which:
  - required urgent medical attention from a registered medical practitioner; or
  - the child attended or should have attended a hospital (e.g. a broken limb)
- any incident involving serious illness at the service, where the child attended, or should have attended a hospital (e.g. severe asthma attack, seizure or anaphylaxis)
- any circumstance where a child appears to be missing or cannot be accounted for
- any circumstance where a child appears to have been taken or removed from the service premises by someone not authorised to do this
- any circumstance where a child is mistakenly locked in or locked out of the service premises or any part of the premises
- any emergency for which emergency services attended. NOTE: It does not mean an incident where emergency services attended as a precaution.

A serious injury, illness or trauma includes (but is not limited to):

- Amputation
- Anaphylactic reaction requiring hospitalisation
- Asthma requiring hospitalisation
- Broken bone/Fractures
- Bronchiolitis
- Burns

- Diarrhoea requiring hospitalisation
- Epileptic seizures
- Head injuries
- Measles
- Meningococcal infection
- Sexual assault
- Witnessing violence or a frightening event.