



Policy No: CE-POL-021/2.3/2013

# Incident, Injury, Trauma and Illness Policy

**Custodian:** Management  
Committee

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**Version No:** 2.3

**Approved By:**  
Amelia Thiele  
**Chairperson**  
On behalf of the Management  
Committee.

**Approval Date:** 12/4/23

**Next Review Date:** 12/4/26

**Supersedes:**  
Incident, Injury, Illness & Trauma  
Policy Version 2.2

## 1 Purpose:

The Incident, Injury, Trauma and Illness Policy outlines the steps to follow in the event that a child experiences any of the above occurrences while under the care of C.a.F.E. Enfield Childcare Centre. These procedures are required under regulation 168 of the National regulations.

## 2 Scope:

Approved provider (*note that this service has 2 Providers Department for Education & the Management Committee of the Children's centre*)  
Nominated Supervisor  
Responsible Person on Duty  
Educators and staff  
Children & Families

## 3 Supporting Documents:

The following documents are related to this policy:  
[Accident Prevention Policy](#)  
[Administration of First Aid Policy](#)  
Minor Incident, Injury, Trauma and Illness form  
Major Incident, Injury, Trauma and Illness form  
Procedure for completing Blue IITI form  
Procedure for completing green medication record  
Medication Record form  
[Asthma Policy](#)  
[Child Health Policy](#)  
[Emergency Evacuation Policy](#)  
[Guidelines for Reporting Accidents-flowchart](#)  
[Medication Policy](#)  
[Procedure for administering Medication](#)  
Procedure for reporting to ACECQA (in office)

## 4 Policy Details:

In the event a child is injured, becomes ill or suffers a trauma there are certain procedures that must be followed by the Nominated Supervisor, Responsible

person on duty, educators, volunteers and parents/caregivers.

## 5 Role and Responsibilities

Role	Authority/ Responsibility for
<b>Approved Provider &amp; Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Informing parents about policies and procedures related to first aid and illness whilst at the service, and exclusion practices.</li> <li>• Ensuring that educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA.</li> <li>• Ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements</li> <li>• Ensuring first aid training details are recorded on each staff member's record</li> <li>• Ensuring that all staff are aware of the completion of appropriate records in the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed within 24 hours after a serious incident has occurred</li> <li>• Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes</li> <li>• Ensuring that at least one educator with current approved first aid qualifications, including anaphylaxis management training and emergency asthma management training, is in attendance and immediately available at all times that children are being educated and cared for by the service.</li> <li>• <b>Ensuring a nominated first aid officer</b> is appointed. This is a legislative requirement where there are 10 or more employees</li> <li>• a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised</li> <li>• Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service</li> <li>• Notifying the regulatory authority (ESB) via the NQA ITS &amp; Department for Education of any serious incidents (as defined in Section 8 of this policy). This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.</li> <li>• Investigate the cause of any serious incident and take appropriate action to remove or rectify the cause if required.</li> <li>• Undertake a review of any serious incident and the management of the incident for future planning &amp; risk assessment.</li> <li>• Ensuring staff are offered support and debriefing following a serious incident requiring the administration of first aid</li> </ul>
<b>Nominated First Aid Officer</b>	<ul style="list-style-type: none"> <li>• Maintaining a current approved first aid qualification</li> <li>• Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards, monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached</li> <li>• Providing and maintaining portable first aid kits that can be taken</li> </ul>

	<ul style="list-style-type: none"> <li>• offsite for excursions and other activities</li> <li>• Disposing of out-of-date materials appropriately</li> <li>• Ensuring safety signs showing the location of first aid kits are clearly displayed</li> <li>• Keeping up to date with any changes in the procedures for the administration of first aid</li> <li>•</li> </ul>
<b>Responsible Person on Duty</b>	<p>The <b>Responsible Person on Duty</b> will:</p> <ul style="list-style-type: none"> <li>• Respond to staff seeking assistance when dealing with a serious incident or trauma.</li> <li>• Notify the nominated supervisor as soon as possible</li> <li>• Follow the procedure for notifying the regulatory authority &amp; Department for Education in the event of a serious incident (as outlined in Section 8 of this policy)</li> <li>•</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Implementing appropriate first aid procedures when required</li> <li>• Maintaining current approved first aid qualifications, including anaphylaxis management and emergency asthma management, as required</li> <li>• Practicing CPR annually</li> <li>• Ensuring that all children are actively supervised while providing first aid, and comfort for a child involved in an incident or suffering trauma</li> <li>• Ensuring that the full details of any incident requiring the administration of first aid are recorded on the Minor/Major Incident, Injury, Trauma and Illness Record as soon as possible (&amp; within 24 hours)</li> <li>• Inform the Responsible Person on Duty as soon as possible when dealing with a serious incident</li> <li>• Inform the Responsible Person on Duty when told by a parent that the child attended hospital or sought medical treatment as a direct result of an incident that occurred at the Centre.</li> <li>• Conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised</li> <li>•</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Inform the service of their child's particular health requirements and provide any relevant paperwork to the service such as immunisation status, Health Support agreements, Health Care Plans etc, and ensure these are kept up-to-date.</li> <li>• Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required</li> <li>• Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.</li> <li>• Inform the Centre as soon as possible if their child attended hospital or sought medical treatment as a direct result of an incident that occurred at the Centre</li> </ul>

## 6 Procedures:

**Educators will:**

- Be aware of the signs and symptoms of illness/trauma and update their understanding as part of their ongoing professional development
- Be aware of individual children's allergies and use this knowledge when attending/responding to any incident, injury or illness;
- Respond to children showing signs of illness and begin monitoring the symptoms of the child and record as appropriate.
  
- Seek further medical attention for a child if required
- Educators will contact the child's parent or emergency contact person to inform them of the illness signs or to request the collection of the child. **For all injuries to the face, head or mouth telephone the parents to inform them.**
- In response to a child registering a high temperature, follow procedures for temperatures (see [Child Health Policy](#)) and complete the Incident, Injury, Trauma and Illness record as required
  - A blue **minor** Incident, Injury, Trauma and Illness record is to be completed for any incident that is minor and does not require medical attention or the immediate notification of the parents
  - The blue **major** Incident, Injury, Trauma and Illness record will need to be completed for any serious incidents. A serious incident is defined below in the definitions section.
  
- Report a serious incident to the Responsible Person on duty as soon as possible and complete the Major Incident, Injury, Trauma and Illness record.
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid
- In the event of a **serious incident (see Section 8 for the meaning of a serious incident)** you must notify the Regulatory Authority (ESB) AND lodge an IRMS report within 24 hours of becoming aware of the incident.
  - Notify the Nominated Supervisor/Responsible Person on Duty of the incident as soon as possible
  - Follow the procedure for on-line reporting to the ESB via NQA ITS (located in office)
  - Follow the procedure for reporting to DfE via IRMS (Extreme Severity and Serious incident Reporting Process- located in office).

## 7 Definitions of Terms:

<b>ACECQA</b>	Australian Children's Education and Care Quality Authority
<b>DfE</b>	Department for Education
<b>ESB-</b>	Education Standards Board
<b>Injury</b>	Any physical damage to the body caused by violence or an incident.
<b>IRMS-</b>	Incident Response Management Service
<b>NQA ITS-</b>	National Quality Agenda Information Technology service
<b>Trauma</b>	is when a child feels intensely threatened by an event he or she is involved in or witnesses.

## 8 Related Legislation and Regulations

## Reg 12: meaning of a Serious Incident

For the purposes of the definition of **serious incident** in section 5(1) of the Law, each of the following is prescribed as a serious incident—

(a) the death of a child—

- (i) while that child is being educated and cared for by an education and care service; or
- (ii) following an incident occurring while that child was being educated and cared for by

an education and care service;

(b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—

(i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or

- (ii) for which the child attended, or ought reasonably to have attended, a hospital;

**Example—**A broken limb.

(c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;

**Example—**Severe asthma attack, seizure or anaphylaxis reaction.

(d) any emergency for which emergency services attended;

(e) any circumstance where a child being educated and cared for by an education and care service—

- (i) appears to be missing or cannot be accounted for; or

- (ii) appears to have been taken or removed from the education and care service

premises in a manner that contravenes these Regulations; or

- (iii) is mistakenly locked in or locked out of the education and care service premises

or any part of the premises.

Reg 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notification to parents of Incident, injury, trauma and illness
Reg 87	Incident, injury, trauma and illness records
Reg 89	First Aid Kits
Reg 136	First Aid qualifications
Reg 137	Approval of qualifications
Reg 168	Education and care service must have policies and procedures

## 9 References:

ACECQA Policy & Procedure Guidelines- Incident, Illness, Injury & Trauma, June 2021

Community Early Learning Australia, *Sample Administration of First Aid Policy July 2017*, accessed online 17/10/18 at url: <https://www.cela.org.au>

Education and Care Services National Regulations 2011, accessed on-line 15/3/23 at url: <https://www.legislation.nsw.gov.au>

## 10 Reviewing Strategy and History:

Review should be conducted every 3 years to ensure compliance with this procedure

<b>Version No.</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Notes</b>
1	Staff, parents Management Committee	Liam Fudali- chairperson	25/6/13	New policy
1.1	Staff & Management	Liam Fudali- chairperson	23/9/13	Minor addition of critical incident form and contact no for the regional director
2	Staff & Management	Josephine Salisbury- chairperson	15/6/16	Amended reporting processes Amended definitions Updated references
2.1	Staff, parents Management Committee	Melissa Smithen chairperson	12/12/18	Added Section 8 Regulations & Legislation Minor wording changes Administrative edit including format Updated referencing & review history
2.2	Educators, parents Management Committee	Alison Cooksley Acting chairperson	25/11/20	administrative edit including format Minor wording changes Updated referencing & review history
2.3	Educators, parents Management Committee	Amelia Thiele Chairperson	12/4/23	Minor content changes under roles & responsibilities Changed review period to 3 years Updated referencing & review history