

Incident, injury, trauma and illness

Purpose

ECMS staff will respond effectively to incidents, injury, illness and trauma

Procedures

Illness

The *responsible person*, in consultation with the family, using a partnership approach, and other relevant people will decide whether a child can attend the service. Decisions will consider:

- The ease with which the infection can be spread;
- The ability of the infected person to follow hygiene precautions; and
- The severity of the disease.

Generally children will not be accepted at the service if they are displaying the symptoms of:

- High temperature (38 degrees and above)
- Vomiting
- Loose bowel motions
- Rashes - any irritation that cannot be identified
- Red swollen or discharging eyes
- If a child seems sick without obvious symptoms, for example, unusually tired, irritable, lethargic, not eating or drinking
- Any of the infectious diseases listed in the children's services exclusion table.
- Parents/guardians will be asked to collect their child if the child shows any of the symptoms of the illnesses or infectious diseases listed above, and will be required to keep their child at home, before returning to the service until symptoms have not occurred for 48 hours (vomiting or loose bowel motions) or a medical clearance is provided
- An ill child will be kept comfortable and under observation until the parent/guardian, authorised nominee or authorised person collects the child from the service.
- Record information relating to the symptoms shown by the child in the incident, injury, illness and trauma record, which will be shown to, and signed by, the parent/guardian on collection of the child.

Minor Incidents, Injury and Trauma

Educators will:

- Provide first aid as required.
- Record all details required by Regulation 87, including treatment given, in the incident, injury, trauma and illness record, which will be shown to, and signed by, the parent/guardian on collection of the child.
- Notify the parent/guardian, either immediately after the accident, or when they collect their child from the service, depending on the severity of the accident and the emotional state of the child. The parent/guardian will be notified within 24 hours of the occurrence.

Serious Incidents

The responsible person and educators will:

- Provide first aid and comfort to affected/injured child/ren.
- Call emergency services if necessary (depending on the incident).
- If relevant, implement the child's current medical management plan if provided as part of the child's enrolment.
- Manage the safety and wellbeing of other children – the responsible person will assign responsibilities and tasks in a centre based service.
- Notify parents/guardians immediately of any serious medical emergency or incident concerning their child, and make arrangements for the child to be collected from the service as soon as possible or inform parents/guardians that emergency services have been called.
- NB Regulation 99(4) (d) of the National Regulations enables a child requiring medical, hospital or ambulance care or treatment or because of another emergency to be taken outside the premises without the parent's/guardians consent.
- Ensure that, where an ambulance is required and the parent/guardian is not present to accompany the child, a suitable staff member accompanies the child in the ambulance, providing the child to educator ratios are maintained at the centre for the remaining children. Management may be called in to assist the remaining educators
- Document the incident, injury, trauma or illness in the incident, injury and illness record, which will be shown to, and signed by, the parent/guardian on collection of the child or as soon as practicable if the child has been taken outside the premises.
- Review the cause of the serious incident and take appropriate action if required.
- Complete the claim form in the most recent VMIA Insurance Guide for Community Service Organisations
- Inform ECMS management as soon as practicable, but within 24 hours.
- Notify DET of any serious incident that occurs while a child is attending the service as soon as practicable, but within 24 hours.

Medical Conditions

The Nominated Supervisor will:

Ensure at all times that a child with a medical condition that may require particular treatment or first aid while at the centre is in attendance at least one staff member on duty will have the skills, knowledge and expertise to meet the child's ongoing health needs and ability to respond in an emergency. This includes knowing about:

- The child's medical management plan.
- The child's risk minimisation plan.
- How to keep the child well.
- The signs and symptoms that the medical condition requires attention or treatment.
- How to respond if the child shows any sign or symptom.

Educators will:

- Provide a safe environment by ensuring the child's risk minimisation plan is collated onto a medical management plan and communication plan and is implemented
- Establish and maintain positive, collaborative relationship with the child's families to facilitate effective communication and decision making
- Inform families of any planned special occasions or events that could affect the child and discuss options for the child's involvement and ways that the child can be fully included.

Policy Created Date	July 2014, Reviewed July 2016
Policy Review Date	September 2018
Sources and Further Reading	Education and Care Services National Law 2010 Section 174 Education and Care Services National Regulations 2011, Reg 12, 175-176
Related to NQS Q.A	Q.A.2.1,2.2,2.3,3.1,4.1,7.2,7.3

Attachments

Attachment 1: Incident Reporting Timeframe

Attachment 2: AVHow to call card