

Incident Reporting - Incidents, injury, trauma and illness Procedure

Procedure - Illness

If a child is ill, the Nominated Supervisor in consultation with the family, will decide whether a child can attend the service.

If the illness is contagious the child cannot attend until they have been cleared by a medical practitioner.

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

- Any of the infectious diseases listed in the children's services exclusion table. (Please see Infectious Diseases Policy and Procedure).
- High temperature (38 degrees and above)
- Vomiting and/or loose bowel motions
- Rashes – any irritation that cannot be identified
- Red, swollen or discharging eyes

Parents/guardians must 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, until medical clearance is provided.

If a child becomes ill in the service, staff must complete the Incident, Injury, Trauma and Illness Record in full and contact the parents immediately. Ensure this form is sighted, discussed and signed by the parent/guardian on collection of the child.

Procedure - Minor Incidents, Injury and Trauma

Educators must:

1. Provide first aid as required.
2. Notify the parent/guardian, immediately after the incident/injury/trauma has occurred. It is essential that parents are informed of all (minor and serious) incidents immediately to enable them to make a decision on whether to collect the child.
3. Complete the Incident, Injury, Trauma and Illness Record in full and ensure this form is sighted,

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discussed and signed by the parent/guardian on collection of the child.

4. Review the cause of the incident and take appropriate action as is required.

Serious Incidents including Injury, Trauma and Illness

Educators must:

1. Administer first aid
2. Implement the child's current medical management plan if provided as part of the child's enrolment.
3. Call emergency services if required
4. 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.
5. Complete the Incident, Injury, Trauma and Illness Record in full and contact the parents immediately. Ensure this form is sighted, discussed and signed by the parent/guardian on collection of the child.
6. Without compromising ratio, (in the absence of the parent) a suitable staff member must accompany the child in the ambulance.
7. Review the cause of the serious incident and take appropriate action as is required.
8. Report to the Area Manager as soon as practicable.
9. Report to the ECMS Compliance Desk as soon as practicable. The Compliance Desk will make a report the regulatory authority within 24 hours.

Serious Incidents are defined as:

1. Any incident where a staff member reasonably believes that physical and/or sexual abuse of a child has occurred or is occurring whilst the child is being educated and cared for by the service.
2. Any allegation that sexual or physical abuse of a child has occurred or is occurring whilst the child is being educated and cared for by the service.
3. Where emergency services attended an education and care service in response to an emergency (not as a precaution).
4. 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 educated and cared for by the service.
5. Serious injury, illness or trauma whilst the child is being educated and cared for by the service.
6. Required urgent medical attention from a registered medical practitioner.
7. The child attended or should have attended hospital.
8. A child appears to be missing or cannot be accounted for.
9. A child appears to have been removed from the service by someone not authorised to do so.
10. A child is mistakenly locked in or out of the service or any part of the service premises.
11. A complaint alleging a serious incident has occurred or is occurring while a child is being educated and cared for at the service.
12. A complaint that alleges the National Law and/or Regulations have been contravened.

The Area Manager must:

- Provide appropriate management and support to staff and the service as is required.
- Follow up with the Nominated Supervisor and educators to review the incident, including its cause, actions taken and develop appropriate actions moving forward.
- Follow up with parents/family.
- Organise formal/informal debriefing for educators.

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The ECMS Compliance Desk must:

- Notify DET of any serious incident/complaint that occurs while a child is attending the service through the NQA IT system within 24 hours.

Procedure – Alleged Abuse, Disclosures, Suspicion

Please follow the ECMS Child Safety Policy and the Child Safety and Compliance: Reportable Matter Handbook

Procedure – Reportable Conduct

Please follow the Reportable Conduct Procedure

Definitions

Abuse means any incident or alleged incident where the approved provider reasonably believes that physical or sexual abuse of a child has occurred or is occurring while the child is being educated and care for by an ECMS service

Reportable Allegations: Under the Victorian Reportable Conduct Scheme, a reportable allegation is any information that leads a person to form a reasonable belief that an ECMS employee (including students and volunteers) has committed:

- (i) reportable conduct; or
- (ii) misconduct that may involve reportable conduct.

Allegation of reportable conduct may involve either behaviour that occurred at work or outside the workplace.

Reportable Conduct: Under the Victorian Reportable Conduct Scheme, reportable conduct means behaviour by an ECMS employee (including students and volunteers) that consists of one or more of the following types of conduct:

- (i) any sexual offence or sexual misconduct committed against or in the presence of a child,
- (ii) any physical violence committed against or in the presence of a child,
- (iii) any behaviour that causes significant emotional or psychological harm to a child, or
- (iv) the significant neglect of a child

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