


# Policy

## Early Years Policy - Incident, Injury, Trauma and Illness

<b>Date of Adoption</b>	10 April 2013		
<b>Adoption Method</b>	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
<b>Director Signature</b>	Signed by:  A4566C08D5B4450...		<b>Date</b> 20-11-2024
<b>Responsible Officer and Unit</b>	Samantha Waymouth, Coordinator Early Years Services		
<b>Nominated Review Period</b>	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other ( <i>please specify</i> )
<b>Last Endorsement Date</b>	October 2020		
<b>Next Endorsement Date</b>	November 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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## Purpose/Objective

This policy defines the:

- responsibilities of staff, parents/guardians and the approved provider when a person is ill, involved in a medical emergency and/or an incident at the service, which results in injury or trauma
- procedures to be followed if a child is ill, involved in a medical emergency and/or an incident at the service, that results in injury or trauma
- practices to be followed to reduce the risk of an incident occurring at the service.

## Scope

This policy applies to staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Council's Early Years Services, including during offsite excursions and activities.

## Background/Reasons for Policy

Staff responsible for managing Council's Early Years Services and caring for children have a duty of care towards those children. All staff have a responsibility and duty of care to act to prevent accidents and emergencies at the service.

An approved service must have policies and procedures in place in the event that a child is injured, becomes ill or suffers trauma. The parent/guardian must be notified in the event of an incident, injury, illness or trauma relating to their child as soon as possible, and within 24 hours of the occurrence.

The Education and Care Services National Regulations 2011 (National Regulations) require an accurate incident, injury, trauma and illness record to be kept and stored confidentially until the child is 25 years of age (*Regulation 183(2)*).

Under the *Education and Care Services National Law Act 2010* (National Law), each service must ensure that an entry is recorded in the incident, injury, trauma and illness record for the following:

- an incident in relation to a child
- an injury received by a child

- a trauma to which a child has been subjected
- an illness which becomes apparent.

Medical emergencies may include serious health issues, such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. Such emergencies generally involve only one child, however they can affect everyone at the Early Years Service. In some cases it will be appropriate to refer to specific policies for guidance, such as the Early Years policies: Dealing with Medical Conditions; Asthma; Anaphylaxis and Allergies; Diabetes; and/or Epilepsy and Seizures.

## Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

## Definitions

Term	Definition
Emergency Services	Includes ambulance, fire brigade, police and state emergency services.
First aid	The provision of initial care in response to an illness or injury. First Aid generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery.
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
Illness	Any sickness and/or associated symptoms that affect a child's normal participation in the program at the service.
Incident	Any unplanned event resulting in or having potential for injury, ill health, damage or other loss.

Incident, injury, trauma and illness record	Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. The approved provider must ensure an Injury, Trauma and Illness Record is kept in accordance with <i>Regulation 87</i> of the National Regulations and kept for the period of time specified in <i>Regulation 183</i> . A sample is available on the Australian Children's Education and Care Quality Authority (ACECQA) website: <a href="https://www.acecqa.gov.au/media/22726">https://www.acecqa.gov.au/media/22726</a>
Injury	Any physical damage to the body, caused by violence or an incident.
Medication	Any substance, as defined in the <i>Therapeutic Goods Act 1989 (Cth)</i> , that is administered for the treatment of an illness or medical condition.
Medical management plan	A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan for anaphylaxis.
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
Notifiable incident	an incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
National Quality Agenda Information Technology	An online tool that offers providers a secure and direct way of communicating with regulatory authorities aiming to reduce paperwork and duplication.

System (or NQA IT System)	
Serious incident	<p>A serious incident (<i>Regulation 12</i>) is defined as any of the following:</p> <ul style="list-style-type: none"> <li>the death of a child while being educated and cared for at the service or following an incident at the service</li> <li>any incident involving serious injury or trauma while the child is being educated and cared for, which <ul style="list-style-type: none"> <li>a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</li> <li>the child attended or ought reasonably to have attended a hospital e.g. a broken limb*</li> </ul> </li> <li>any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*</li> </ul> <p><i>*In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.</i></p> <ul style="list-style-type: none"> <li>any emergency^ for which emergency services attended</li> </ul> <p><i>^This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.</i></p> <ul style="list-style-type: none"> <li>a child appears to be missing or cannot be accounted for at the service</li> </ul>

	<ul style="list-style-type: none"> <li>• a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations</li> <li>• a child was mistakenly locked in or out of the service premises or any part of the premises.</li> </ul> <p>Examples of serious incidents include amputation (e.g. removal of fingers), 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.</p> <p>If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.</p> <p>Notifications of serious incidents should be made through the NQA IT System portal (<a href="https://www.acecqa.gov.au/resources/national-quality-agenda-it-system">https://www.acecqa.gov.au/resources/national-quality-agenda-it-system</a>) . If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.</p>
Trauma	An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

## References

- > ACECQA sample forms and templates:  
<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- > Building Code of Australia: [www.abcb.gov.au](http://www.abcb.gov.au)
- > Staying Healthy: Preventing infectious diseases in early childhood education and care services (6th edition, 2024) National Health and Medical Research Council:  
<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

- > WorkSafe Victoria: Guide to Incident Notification:  
<https://www.worksafe.vic.gov.au/resources/guide-incident-notification>
- > WorkSafe Victoria: Incident notification form:  
<https://www.worksafe.vic.gov.au/resources/incident-notification-form>

## Related Policies

- > Early Years Policy - Administration of First Aid
- > Early Years Policy - Administration of Medication
- > Early Years Policy - Anaphylaxis and Allergic Reactions
- > Early Years Policy - Asthma
- > Early Years Policy - Child Safe Environment and Wellbeing
- > Early Years Policy - Dealing with Infectious Diseases (including Child Immunisation)
- > Early Years Policy – Dealing with Medical Conditions
- > Early Years Policy – Delivery and Collection of Children
- > Early Years Policy - Diabetes
- > Early Years Policy – Epilepsy and Seizures
- > Early Years Policy - Excursions and Service Events
- > Early Years Policy - Hygiene
- > Early Years Policy - Road Safety Education and Safe Transport
- > Occupational Health and Safety Policy (Council)
- > Privacy Policy (Council)

## Related Legislation

- > *Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces*



- > *Education and Care Services National Law Act 2010: Section 174(2)*
- > *Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183*
- > *Public Health and Wellbeing Act 2008 (Vic)*
- > *Public Health and Wellbeing Regulations 2009 (Vic)*
- > *Occupational Health and Safety Act 2004 (Vic)*
- > *Occupational Health and Safety Regulations 2007*
- > *WorkSafe Victoria Compliance Code: First aid in the workplace (2008)*
- > *National Quality Standard, Quality Area 2: Children's Health and Safety*
  - *Standard 2.1: Each child's health is promoted*
  - *Element 2.1.1: Each child's health needs are supported*
  - *Element 2.1.3: Effective hygiene practices are promoted and implemented*
  - *Element 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines*
- > *National Quality Standard, Quality Area 3: Physical Environment*
  - *Standard 3.1: The design and location of the premises is appropriate for the operation of a service*
  - *Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained*
  - *National Quality Standard, Quality Area 7: Leadership and Service Management*
  - *Standard 7.3: Administrative systems enable the effective management of a quality service*
  - *Element 7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements*

- *Element 7.3.2: Administrative systems are established and maintained to ensure effective operation of the service*

> *Therapeutic Goods Act 1989 (Cth)*

## Responsibilities

### Mandatory – Quality Area 2

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that the premises are kept clean and in good repair	R	R	✓		✓
Maintaining effective supervision (refer to Early Years Policy - Supervision of Children) for all enrolled children in all aspects of the service's program that is reflective of the children's needs, abilities, age and circumstances	R	R	✓		
Regularly checking equipment in both indoor and outdoor areas for hazards (refer to Attachment 1), and taking the appropriate action to ensure the safety of the children when a hazard is identified	R	R	✓		
Being proactive, responsive and flexible in using professional judgments to prevent injury from occurring	R	R	✓		✓
Having ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services	R	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that staff have access to medication, incident, injury, trauma and illness forms (available from ACECQA – refer to References) and WorkSafe Victoria incident report forms (refer to References)	R	✓			
Ensuring that the service has an Occupational Health and Safety policy and procedures that outline the process for effectively identifying, managing and reviewing risks and hazards that are likely to cause injury, and reporting notifiable incidents to appropriate authorities (refer to Occupational Health and Safety Policy (Council))	R	✓	✓		
Ensuring that all teachers and educators on the premises at all times hold a current approved first aid qualification (refer to Early Years Policy - Administration of First Aid)	R	✓			
Ensuring that there are an appropriate number of up-to-date, fully equipped first aid kits that are accessible at all times (refer to Early Years Policy - Administration of First Aid)	R	✓	✓		
Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service ( <i>Regulations 161</i> )	R	✓		✓	
Notifying the service, upon enrolment or diagnosis, of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need ( <i>Regulation 162</i> )				✓	

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Informing the service of an infectious disease or illness that has been identified while the child has not attended the service, and that may impact on the health and wellbeing of other children, staff and parents/guardians attending the service				✓	
Ensuring that the service is provided with a current medical management plan, if applicable ( <i>Regulation 162(d)</i> )				✓	
Notifying the service when their child will be absent from their regular program				✓	
Notifying staff/educators if there is a change in the condition of a/their child's health, or if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries	R	✓	✓	✓	✓
Responding immediately to any incident, injury or medical emergency (refer to Procedures and Early Years Policy - Administration of First Aid)	R	R	R		
Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service ( <i>Regulation 86</i> )	R	✓	✓		
Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable	R	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Considering the emotional wellbeing of all children and educators during and following an accident, injury, trauma or illness events	✓	✓	✓		
Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency	R	✓	✓		
Ensuing notifications of serious incidents (refer to Definitions) are made to the regulatory authority (Department of Education) through the NQA IT System (refer to Definitions) as soon as is practicable, but not later than 24 hours after the occurrence	R	✓			
Recording details of any incident, injury or illness in the incident, injury, trauma and illness record (refer to Definitions) as soon as is practicable, but not later than 24 hours after the occurrence	R	✓			
Signing the incident, injury, trauma and illness record, thereby acknowledging that they have been made aware of the incident				✓	
Reviewing and evaluating procedures after an incident or illness, as part of the quality improvement process and taking appropriate action to remove the cause if required. For example, removing a nail found protruding from climbing equipment or retraining staff to adhere more closely to the Early Years Policy - Hygiene	R	✓	✓		
Ensuring that completed medication records are kept until the end of three	R	✓			

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
years after the child's last attendance ( <i>Regulation 92, 183</i> )					
Ensuring that incident, injury, trauma and illness records are maintained and stored securely until the child is 25 years old ( <i>Regulations 87, 183</i> ) (refer to Council's Privacy Policy).	R	✓			
Communicating with families about children's health requirements in culturally sensitive ways, and implementing individual children's medical management plans, where relevant	R	✓	✓	✓	
Being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring medical attention				✓	
Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called	R	✓	✓	✓	
Collecting their child as soon as possible when notified of an incident, injury or medical emergency involving their child				✓	
Arranging payment of all costs incurred when an ambulance service is required for their child at the service				✓	

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, we will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review and analyse information gathered from the incident, injury, trauma and illness record and staff first aid records, regarding incidents at the service
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders, including parents/guardians, at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

## Procedure

- Early Years Procedure - Incident, Injury, Trauma and Illness (D23-78999)

## Attachments

- Attachment 1: Sample Hazard Identification Checklist (D23-79000)
- Attachment 2: Incident, Injury, Trauma and Illness form (D20-66953)