

Early Learning

Incident, Injury, Trauma and Illness Policy

To view the full version of this policy (including attachments); please speak to the staff at your early learning service.

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service;
- promptly responding to the needs of an injured, ill or traumatised child/person at the service;
- preventing injuries and trauma;
- preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines;
- maintaining a duty of care to children and users of the service.

Executive Summary

The wellbeing of children, staff, volunteers, students and visitors is of high priority to Uniting Early Learning. Responsible for managing early childhood services and caring for children requires all involved to have a duty of care towards those children and act to effectively respond, manage and prevent accidents and emergencies at the service.

Prevention strategies are essential to protect those participating in a children's program from foreseeable risk of harm, injury and infection. Each service must have an occupational health and safety policy and procedures that outline the process for effectively identifying, managing and reviewing risks and hazards. Environmental, health, behavioural factors and workplace procedures will require consideration to ensure the minimisation of risk in the context of the service environment.

Staff must be able to identify and monitor signs and symptoms of any injury, trauma and illness and accurately complete all administrative requirements to systematically document and report these. Any concerns are to be communicated promptly to the relevant people, including the notification of parents. Services must follow the incident reporting and escalation process and ensure they comply with any regulatory or legislative responsibility.

DOCUMENT TITLE & NUMBER		INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning			Page No. Page 1 of 3
Document Author	P. Silveira	Document Version	V 2.0	Policy No. 09
Date Published	10/05/2017	Revision Due Date	10/06/2018	External Facing Version

Each Founding Agency Policy, Procedure, Practice Manual or Form continues to have effect on and after the Date of Establishment as Uniting to the extent that it is not inconsistent with a Uniting Level 1 & 2 Policy and until such time as Uniting replaces it.

Current Environmental Context

All educators on the premises will have an approved first aid qualification.

Policies and procedures in place will guide staff to prevent or respond immediately to identified issues, administer first aid when appropriate and report any incident, injury or medical emergency.

Documentation to provide accurate records must be maintained, kept and stored until the child is 25 years of age.

Workplace safety for all staff is essential and procedures for controlling the risks associated with hazardous tasks must be engaged. Under the Occupational Health and Safety Act both employers and employees have responsibilities to ensure the health and safety of individuals while working. This duty extends to any person who may be affected by the organisation's activities, and includes children and volunteers.

Medical emergencies may include serious health issues such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. In some cases, the decision to call an ambulance will need to be made by the person in day-to-day in charge of the service.

Attachment 9a: Responsibilities relating to the Incident, Injury, Trauma and Illness Policy

Attachment 9b: Documentation requirements

Attachment 9c: Serious incident reporting and escalation process

Attachment 9d: Hierarchy of Reporting Serious Incident/Injury/Trauma and Illness

Attachment 9e: Notification reporting process

Attachment 9f: Procedure for child requiring an ambulance

Form 9.1: Incident, injury, trauma and illness record

Form 33.2: Daily Environmental Safety Check

Form 33.3: Daily lock-up check

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved June 2015:

<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

<i>Administration of First Aid Policy</i>	<i>Administration of Medication Policy</i>
<i>Anaphylaxis Policy</i>	<i>Asthma Policy</i>
<i>Dealing with Infectious Diseases Policy</i>	<i>Dealing with Medical Conditions Policy</i>
<i>Diabetes Policy</i>	<i>Emergency and Evacuation Policy</i>
<i>Enrolment and Orientation Policy</i>	<i>Epilepsy Policy</i>
<i>Excursions Regular Outings and Service Events Policy</i>	<i>Occupational Health and Safety Policy</i>
<i>Privacy and Confidentiality Policy</i>	

- Children's Services Act 1996, S26, 27, 29
- Children's Services Regulation 2009, R37, 41(g), 44, 63, 65, 66, 67
- 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
- *Managing Trauma and Ways to Recover* Component 4 Helping children who are experiencing mental health difficulties. Kids Matter (sourced April 2017) www.kidsmatter.edu.au
- National Quality Standard, Quality Area 2: Children's Health and Safety, Quality Area 3: Physical Environment, Quality Area 7: Leadership and Service Management
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council: <http://www.nhmrc.gov.au/guidelines/publications/ch55>
- WorkSafe Victoria Compliance Code: First aid in the workplace (2008)
- WorkSafe Victoria: Online notification forms: <http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification>

Authorisation

This policy was adopted by Uniting Early Learning on: 10th May 2017

Review

This policy is to be reviewed by: 10th June 2018

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