

# ECEC POLICY



<b>Incident, Injury, Trauma and Illness Policy</b>	Document No:	r 85, 168 2 (b)
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	Approved By:	Family Services Manager
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Responsible Officer: <b>Early Childhood Coordinator</b>	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

## 1. PURPOSE

The City of Greater Geelong Early Childhood Education and Care (ECEC) services recognise the need to safeguard the health and wellbeing of children by managing further risks and seeking appropriate medical treatment in the event of an incident, injury, trauma or illness to a child while in attendance.

## 2. SCOPE

### ALL SERVICES:

To ensure clear lines of action are identified to effectively manage an event involving a child becoming injured, ill, or involved in an incident; while in attendance at an ECEC Centre. The Service has a duty of care to take immediate action and provide appropriate services or care to those involved.

In the event of a serious accident, injury or illness, educators and staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officers or medical staff in attendance.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

## 3. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standards
- **Child Safe Standards 2022 2,6,8,9,11**

## 4. ECEC POLICY

### IN ALL SERVICES, MANAGEMENT WILL:

- Support educators and staff with relevant forms for collecting authority and information e.g. enrolment, medication or incident reports.
- Be familiar with the relevant regulatory requirements in relation to dealing with emergency situations with children.
- Ensure all relevant first aid training is maintained as per regulatory requirements.
- Investigate the causes of any incident, injury or illness and take appropriate action to remove the cause, if required / possible. Including reporting “Near Misses.”
- Ensure the completed Templates are placed in **Child File** during the year, ahead of archiving.
- Keep accurate incident, injury, trauma and illness records and store confidentially until the child is 25 years old. *(see Archiving records)*
- Ensure that, upon enrolment of a child, the parent/guardian has provided written/ electronic authorisation for educators to seek and/or carry out emergency ambulance, medical, hospital or dental advice and/or treatment if required.
- **Contact emergency services in the first instance** then notify parents / emergency contacts (where parents not available) as soon as practicable.
- Touch base with families as appropriate, to ensure ongoing support as required e.g. Counselling, debriefing etc.
- Upon receiving notification of a serious incident, will contact DE via the online portal within 24 hrs – Nominated Supervisor task or Responsible Person if NS absent (Responsible Person will - in consultation with ECEC Coordinator)
- Upon notification of a death of a child, contact 000, DE and Family Services Manager as soon as practicable and within 24 hrs.
- Provide support and debriefing sessions for educators and staff who have supported a child through trauma, incident or injury.

### IN ALL SERVICES, EDUCATORS WILL:

- Take all precautions to reduce the incidence of accidents and injuries that can occur in the education and care setting, whilst balancing the need for children to be exposed to challenging play with reasonable measures of risk.
- Undertake **Biannual Safety Audit & daily safety checks** of both indoors and outdoors play areas to reduce chances of avoidable accidents.
- Regularly practice emergency procedures – see Emergency & Evacuation Policy.
- Make themselves aware to the Program Room they are working in and the Centre wide Emergency Evacuation Procedures.
- Maintain up to date first aid, CPR, anaphylaxis and emergency asthma management training.
- Display emergency contact numbers, evacuation maps, procedures and phone numbers at each exit in each Program Room.
- In the event of an incident, injury, trauma or illness, apply relevant first aid procedures (in accordance with first aid training) and inform the family or

emergency contact as soon as possible. Stay with the child and reassure them and continue to provide first aid as required.

- Inform parent/guardian of any medical attention or first aid given, any emergency medicine administered (e.g. Ventolin) to the child or any other relevant facts pertaining to the child's health or wellbeing; including completing all signed documentation.
- Inform parent/guardian of any illness to the child and other relevant facts pertaining to the child's health or wellbeing and their ability to be well enough to continue to attend and learn in a group setting for the remainder of an educational session.
- Complete the **Incident, Injury, Illness and Trauma template**, ensuring all areas are completed thoroughly, dated and signed by parent/guardian or by authorised nominee on arrival to collect their child.
- In the event of a serious injury requiring medical, hospital or emergency care will contact 000, notify Centre Leadership, parent/ guardian and F.S. Management.

#### IN ALL SERVICES, FAMILIES WILL:

- Provide up to date medical and contact information in case of emergency.
- Ensure any changes / updates are passed onto the EC Service very promptly to allow the most current information to be available to the EC team at all times.
- Provide up to date Medical Action Plans, Risk Minimisation and Communication Plan (if applicable).
- Review and update action plans where any changes occur and at a minimum, annually.
- Understand that they must administer the **first dose of any medication** (EC settings only being able to administer subsequent doses) and monitor their child for a minimum of 20 minutes in case of reactions to new medication.
- Attend the Centre & take over the responsibility of the child as a matter of urgency if contacted in an emergency situation.
- Respond to the ECEC Service's communication about their child's illness to impact on participation in a group educational session, when this occurs midway through attendance.
- Communicate to the Centre Leadership if a follow up visit to seek medical attention has occurred & the outcome.
- Be responsible for ambulance cover and all costs associated with emergency service call outs.

## 5. QUALITY RECORDS

- ACECQA Policy Guidelines: Incident, Injury, Trauma and Illness.  
<https://www.acecqa.gov.au/sites/default/files/202108/IncidentInjuryTraumaIllnessPolicyGuidelines.pdf>
- **Staying Healthy in Child Care.**
- **Archiving Storage of Records & other Documents for ECEC**  
(D19-184587)

## 6. ATTACHMENTS

- **TEMPLATE** - Incident, Injury, Trauma and Illness Form (D18 – 462806)