

Coowarra Out Of School Hours

Care Service Inc



Management of Accident, Incident, Injury and Trauma Policy

POLICY STATEMENT

Coowarra OOSH aims to ensure the safety and wellbeing of Educators, children and visitors, within the centre and on excursions, through proper care and attention in the event of an incident, injury or trauma. The centre will make every attempt to ensure sound management of the event to prevent any worsening of the situation and complete reports on each event that will be signed by the parent of the child involved. Parent/guardians or emergency contacts will be informed immediately where the incident, injury or trauma is deemed serious (see Regulation 12) and all serious incidents will be reported to the relevant authorities including the NSW Regulatory Authority.

PROCEDURE

- Parent/guardians are required to provide written consent for Educators to seek medical attention for their child, if required, before they start in the centre. This will be recorded in the enrolment form.
- Parent/guardians will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- Educators will be required to supply two contact numbers in case of an emergency or accident, involving themselves.
- All Staff are to complete an emergency contact form on employment, informing Management of emergency contacts, Medicare number, health fund, medical conditions etc.
- If a child, Educator or visitor has an accident while at the centre they will be attended to immediately by an educator who holds a first aid certificate.
- In the case of medication being required in an emergency without prior consent of the parents/guardians, Educators are to secure that consent from a registered medical practitioner.
- Anyone injured will be kept under adult supervision until they recover and an authorised person takes charge of them.

In the case of a major incident at the service requiring more than basic first aid, the first aid attendant will:

1. Assess the injury, and decide whether the injured person needs to be attended by local doctor or whether an ambulance should be

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1. called and tell the educator in charge or nominated supervisor of their decision.
2. If the injury is serious the first priority is to get immediate medical attention. Although parent/guardians or emergency contacts should be notified straight away. If not possible, there should be no delay in organising proper medical treatment. Another educator can keep trying to contact the parents or emergency contacts in the meantime if available.
3. Attend to the injured person and apply first aid as required.
4. Educators will ensure that disposable gloves are used with any contact with blood or bodily fluids as per the hygiene policy.
5. Educators will stay with child until suitable help arrives, or further treatment taken.
6. The Educators will try to make the child comfortable and reassure them that they will be ok and their parents/caregivers will be on their way.
7. If an ambulance is called and the child is taken to hospital an educator will accompany the child and take the child's medical records with them.
8. Complete a centre accident report and a report for the regulatory authority (see reporting section below).

The other responsible Educator will:

- Notify parent/guardians or emergency contact person immediately regarding what happened and the action that is being taken including clear directions of where the child is being taken (e.g. hospital). Every effort must be made not to panic the parents and to provide minimal detail regarding the extent of the injuries
- Ensure that all blood or bodily fluids are cleaned up in a safe manner
- Ensure that anyone who has come in contact with any blood or fluids washes their hands in warm soapy water.
- Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.

Accidents which result in serious injury (including death) to a child must be reported to:

- The police
 - Parents/Guardians
 - Regulatory Authority
- The centre will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency. Only a

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- qualified medical practitioner can declare a person dead and therefore educators should ensure the parents are only advised that the injury is serious and refer them to the medical agency (i.e. hospital) where the child has been taken.
- This information should be provided in a calm and extremely sensitive manner.
- The site of the accident should not be cleared or any blood or fluids cleaned up until after approval from the Police.
- All other children should be removed away from the scene and if necessary parents contacted for early collection of children. The children should be reassured and notified only that a serious incident has occurred.

Death or Serious Injury to a child or educator out of hours

- Educators in the centre must be prepared to handle all incidents in a professional and sensitive manner. In the event of tragic circumstances such as the death of a child or educator, the educators will follow guidelines as set out below to minimise trauma to the remaining educators and children in the service.
- In the event of the death occurring out of centre hours, a clear emergency procedure will be maintained for the other children at the centre.
- If a child is the deceased, the Nominated Supervisor should make contact with the child's school to liaise with them regarding the school's response to the event.
- The Nominated Supervisor should also make contact with the NSW Regulatory Authority to seek advice on an appropriate response from the service. The school and Network of Community Activities should be contacted to seek additional support, resources or advice.

Reporting of Serious Incident, Injury and Trauma

- All serious incidents, injury or trauma will be recorded within 24 hours of the event occurring. The child's parent or emergency contact must be notified of any accident or injury that has occurred to the child as soon as possible and no later than 24 hours after the event.
- The Nominated Supervisor is responsible for ensuring that in the event of a serious incident the regulatory authority is advised, as well as the approved provider (e.g. Management Committee).

The form for notifying the regulatory authority of a serious incident is to be found on the ACECQA website:

http://acecqa.gov.au/storage/SI01_NotificationOfSeriousIncident.pdf

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- It may not be until sometime after the incident that it becomes apparent that
- an incident was serious. If that occurs, the nominated supervisor must notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

How to decide if an injury, trauma or illness is a 'serious incident'?

- If the advice of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness, the incident is a 'serious one' and the regulatory authority must be notified.
- An injury, trauma or illness will be regarded by the service as a 'serious incident' if more than basic first aid was needed to manage the injury, trauma or illness and medical attention was sought for the child, or should have been sought, including attendance at hospital or medical facility for further treatment.

What incidents need to be notified that involve a Staff Member?

- If there is a serious injury or illness, a death or a dangerous incident, Manager must report it to SafeWork NSW immediately on 13 10 50 as an urgent investigation might be needed.
- A 'notifiable incident' under the work health and safety legislation relates to:
 - the death of a person
 - a serious injury or illness of a person
 - a potentially dangerous incidents

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CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
12 - the Education and Care Services National Regulation defines the 'meaning of serious incident' for reporting to the regulatory authority 85 "Incident, Injury and illness policies and procedures" 86 "Notification to parents of incident, injury, trauma and illness" 87 "Incident, Injury, trauma and illness record" 93 Administration of medication 94 Exception to authorisation requirement—anaphylaxis or asthma emergency 99 Children leaving the Education and Care Service premises 102 Authorisation for excursions 157 Access for parents 161 Authorisations to be kept in enrolment record 168(2)(b)	Standard 2.3 and 7.3	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - Enrolment and Orientation Policy - Administration of Medication Policy - Providing a Child Safe Environment Policy - Dropping off and Picking up children policy - Excursions Policy - Work, Health and Safety Act 2011 - Administration of first aid policy - Hygiene policy - Safe work Australia - Infectious diseases policy - Reporting to the regulatory authority policy

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2026