

# **Our Lady of Hope Greenwith Campus Outside School Hours Care**



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## **POLICY DOCUMENT**

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### **INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY**

# INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

## BACKGROUND

In accordance with Education and Care Services National Regulations, the Approved Provider (SACCS) must ensure that an incident, injury, trauma and illness occurrences are addressed, reported and recorded appropriately.

### *Definition of serious incidents*

The service recognises the following as serious incidents:

- the death of a child while either at the service or as a result of an incident that occurred at the service
- any incident involving serious illness of a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital
- any incident involving serious injury or trauma to a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital, or a reasonable person would consider that the child would require urgent attention from a registered medical practitioner.
- Any emergency for which emergency services attended.
- A child is mistakenly locked in or out of the premises or any part of the premises.
- Any incident where the approved provider reasonably believes that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the service.
- Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the service.

### *Severe or serious injuries are considered as:*

- head injuries (all head injuries regardless of severity will be reported to families)
- eye injuries
- back injuries
- loss of limbs or appendages
- bone fractures
- deep wounds requiring suturing
- muscular injuries (more serious ones)
- burns
- ear injuries
- other injuries where complications have set in after the initial injuries are sustained.

The service also recognises a serious incident when a child is missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations or is mistakenly locked in or locked out of the service or any other part of the premise.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service management of risks of incident, injury, trauma and illness will be a priority. The Approved Provider (SACCS), in conjunction with the director, educators and staff will ensure that all procedures of the service are compliant with Regulations and the Law.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	2.1	Medical Conditions Policy Infectious Diseases and Infestations Policy Emergency and Evacuation Policy Child-safe Environment Policy Risk Assessment Policy Excursions Policy Water Safety Policy	Health Support Planning in Education and Children's Services (condition-specific guidelines available at <a href="http://www.chess.sa.edu">www.chess.sa.edu</a> (go to A-Z Index))
First Aid Kits: 89 (1) a, b & c			Occupational Health, Safety and Welfare Regulations 2010
12 85, 86, 87 176 (2) (a) (ii)			

## HOW THE POLICY WILL BE IMPLEMENTED

### *Notice of serious incidents*

For the purposes of section 174 (4) of the Law, the notice to the Regulatory Authority and CESA under section 174 (2)(a) of the Law, notice must be provided using [Notification of Serious Incident](#):

- Within 24 hours or when the person becomes aware of the death of a child or when the person becomes aware of any other serious incident.
- All incidents are reported online using the National Quality Agenda Information Technology System (NQAITs) database to lodge service applications and notifications to the state regulatory authority, the education Standards Board (ESB).

Our service will also ensure the family of a child involved in a serious incident is notified as soon as is possible.

The following link [Catholic Safety, Health & Welfare](#) has an online incident reporting system that must be used to record serious incidents. In addition, [Safework SA](#), Ph: 1300365255 require notification of serious incidents.

### *Incident, injury, trauma and illness records*

In accordance with Regulations, our service will keep a written record of any incident, injury, trauma or illness a child suffers while in care, or as a result of being in care. This record will include:

- the name and age of the child
- the circumstances leading up to the incident or the child becoming ill
- any products or structures involved or circumstances surrounding the illness
- the time and date the incident occurred, or illness began
- actions taken by staff to care for the child
- any medication that was given

- any medical personnel who were contacted
- details of anyone who witnessed the incident
- the name, time and date of the person/persons who were notified about the incident or illness by the service
- the name and signature of the person filling out the form and the date and time it was signed.

### **RESOURCES/REFERENCES**

- ACECQA Serious Incidents – Regulations 174 (2) (a), 174 (2) (a) (ii), 175 (2) (c), 175 (2) (d), 175 (2) (e), 176 (2) (a) (i)  
<https://www.acecqa.gov.au/resources/applications/reporting#serious%20incidents>
- DECD Injury/Incident Reporting and Investigation Procedure IRMS Update April 2010 at [www.decd.sa.gov.au/docs/documents/1/InjuryIncidentInvestigati.pdf](http://www.decd.sa.gov.au/docs/documents/1/InjuryIncidentInvestigati.pdf)
- DECD Accidents to Children, Students or Visitors May 2011 at [www.decd.sa.gov.au/docs/documents/1/AccidentstoChildrenStuden.pdf](http://www.decd.sa.gov.au/docs/documents/1/AccidentstoChildrenStuden.pdf)
- Catholic Archdiocese of Adelaide’s online Catholic Safety, Health and Welfare SA Incident Reporting Software Trainer at [www.adelaide.catholic.org.au/sites/CatholicHealthSafetyandWelfareSA/media/files/3501.pdf](http://www.adelaide.catholic.org.au/sites/CatholicHealthSafetyandWelfareSA/media/files/3501.pdf)
- DECD Bush Fire Risk Management Strategy at [www.decd.sa.gov.au/docs/documents/1/MossBushfireRiskManagemen.pdf](http://www.decd.sa.gov.au/docs/documents/1/MossBushfireRiskManagemen.pdf)
- Sample injury, illness and trauma record at the back of the Guide to the Education and Care Services National Law and the Education and Care National Regulations 2011

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**