

**INCIDENT, INJURY, TRAUMA AND ILLNESS NQS 2.1.4 Regulation 168 (2) (b) Version 1.11**

Keithcot Farm Children's Centre is committed to providing and maintaining a safe and healthy environment for children, families, staff, volunteers and visitors. This is achieved through an effective preventative approach and includes the reporting of any incident, injury, trauma or illness that occurs which is either caused, or has the potential to cause, personal injury or damage to property.

**Procedure for Minor Child Accident**

- Comfort child and administer appropriate first aid
- Staff member in attendance to record the following details on an Incident, Injury, Trauma and Illness Form, including:
  - Child's name and date of birth
  - Date of incident
  - Time injury occurred
  - Details of how injury occurred
  - Location of injury on the child
  - Action taken
  - Staff member's name
  - Other educators present
- When the child is collected, the parent / carer will be asked to sign the Incident, Injury, Trauma and Illness Form and then it will be filed in the child's confidential folder.

**Any head, or more serious injury will be treated with appropriate first aid and an educator will inform a parent / guardian by phone as soon as possible.**

**Procedure for Serious Accident / Trauma**

- Comfort child and administer appropriate first aid.
- Contact a parent / guardian or emergency contact person and ask them to come and collect the child.
- If parents or emergency contact person are unable to be contacted, the Children's Centre will call SA Ambulance Service. The Ambulance Officer and staff member will decide over the phone the course of action to be taken. Ambulance to enter Car Park via driveway H.
- If the child is transported to hospital via Ambulance, an educator will go with the child, and will take the child's enrolment form, **ensuring that a copy of the child's details are kept at the Centre.**
- Meanwhile, staff at the Children's Centre will continue to try and contact the parent or emergency contacts.
- Relief staff will be arranged if needed.
- If the child is admitted to hospital, then the educator will stay with the child until a parent or emergency contact person arrives.
- The educator at the hospital will keep the Children's Centre informed of the situation until the parent or emergency contact arrives.
- An educator will complete the Incident, Injury, Trauma and Illness Form and details regarding medical attention as required.
- Director or Nominated Supervisor to complete IRMS – Incident Response Management System via Edu Portal and contact the Regulatory Authority regarding a Serious Incident within 12 hours of the incident.

**Procedure for Staff Injury / Accident**

- Administer appropriate first aid
- Ring for ambulance if required – Enter Car Park via driveway H
- Accompany staff member to hospital if required

- Ring emergency contact person as detailed on staff personal details form
- Arrange relief staff if needed
- Ensure that accurate written records are kept
- Director or Nominated Supervisor complete IRMS - Incident Response Management System via the Edu portal and contact the Regulatory Authority regarding a Serious Incident.

**Injured Staff are required to:**

- Complete and forward appropriate medical forms to the Director
- Complete Notice of Work Related Injury section of Worker Report Form if not claiming compensation
- Complete Worker Report Form if compensation is being claimed
- For DECD staff, complete an application for Leave of Absence, if injury prevents them from attending work

**Volunteers / Visitors are required to:**

- Complete an Incident, Injury, Trauma and Illness form and forward to Director
- Complete an Exempt Employer Report form if claiming due to injury

**Procedure in the Event of a Death at the Children's Centre**

In the event of a child or adult death occurring on the premises, the Director or Nominated Supervisor of the Children's Centre will ensure that the following procedures are carried out:

- Telephone 000 and ask for Police and an ambulance immediately and give the Centre name and address and full details of the incident. Entry via driveway H.
- When the Police arrive, the Director or Nominated supervisor will provide details of the parent /guardian /next of kin.
- Notify the Children's Centre Director, if not in attendance.
- **The Director or Nominated Supervisor will accompany the police to inform the parent / guardian / next of kin.**
- Delegate a staff member to supervise and support the staff in order that the Children's Centre may continue to function satisfactorily or make a decision to close the Centre and to notify all parents / carers immediately.
- Notify the Education Director (Ph. 8314 4000 or 0403 603 198).
- Notify the Chairperson of the Governing Council.
- Ensure that accurate written records of the event and all procedures taken are made.
- Notify the Regulatory Authority regarding a serious incident and complete an IRMS report.
- Support staff needing counselling through DECD Employee Assistance Programs (Converge) or Rally Consulting Pty. Ltd.

**CREATED:** November 2007  
**REVIEWED:** November 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017

**TO BE REVIEWED:** September 2018

**SOURCED:** DECS Health and Safety Services  
[www.decs.sa.gov.au/ohs/pages/injurymanagement](http://www.decs.sa.gov.au/ohs/pages/injurymanagement)  
Children's Services (Child Care) Regulations 1998  
SMART: Strategies for Managing Abuse Related Trauma Safe  
Safe Work Australia