

### **INCIDENT, INJURY, TRAUMA AND ILLNESS Regulation 168 (2) (b) Version 1.15**

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
- Educator in attendance to record the following details on an Incident, Injury, Trauma and Illness Form, including Permanent:
  - 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 Emergency Services. Ambulance officer and staff member will determine a course of action. Ambulance should enter via driveway H.
  - Contact a parent / guardian or emergency contact person and inform them of the course of action.
  - If the child is then 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.**
  - 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, taking care to accurately record all relevant information.
  - Director or Nominated Supervisor to complete IRMS – Incident Response Management System via Edu Portal and contact the Regulatory Authority regarding a Serious Incident within 24 hours of the incident.
- If there is an incident during school holidays, a Critical Incident form will be completed and forwarded to the Felixstow Department for Education office, Lead Education Team (LET).
- Guild Insurance will be notified of the incident.

#### **Procedure for management of an unwell child:**

- Comfort the child, loosen or remove tight clothing, support the child to rest and take their temperature if necessary. Contact the parents and document relevant information on the Incident, Illness, Trauma and Illness form.
- If the child is required to go home, a follow up phone call will be made to the parent later that day to check

on the child's health status or a phone contact will be made on the next working day.

**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 and Guild Insurance (for LDC).

**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 DfE 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 and offer counselling or any other support services available to the family.**
- Notify the Education Director, Anne Lamont on 0401 123 375.
- 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 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.
- DfE staff needing counselling: through DfE Employee Assistance Programs (Corporate Health, Access, Human Psychology & Benestar).
- For LDC staff needing counselling, the staff member should contact their GP for a Mental Health Care plan.

**CREATED:**

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**REVIEWED:**

**November 2008, November 2009, October 2010, October 2011,  
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KEITHCOT FARM  
**Children's  
Centre**  
for Early Childhood  
Development and Parenting



5 Keithcot Farm Drive  
WYNN VALE SA 5127  
Tel: 8251 2700  
Fax: 8289 2676

**TO BE REVIEWED:**

March 2020, April 2021, April 2022  
April 2023

**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  
Royal Children's Hospital Melbourne Head Injury Fact Sheet 2021