

4.5 CKC Incident / Accident, Illness, Injury or Trauma Policy

The service proactively strives to avoid injuries or trauma occurring at the service, and to minimise the impact of injuries, illnesses and trauma by responding appropriately and as quickly as possible. The rights and responsibilities of parents with respect to injuries, illnesses or trauma of their children is acknowledged and will be taken into account in administering all procedures.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Child Protection Act 1999 and Regulations 2000*
- *Duty of Care*
- *First Aid Code of Practice 2021*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 3.10 – Observational Recording, 4.6 – Medication, 4.10 – Anaphylaxis Management, 4.10 – Anaphylaxis Management, 4.11 – Emergency Health and Medical Procedure Management, 4.13 – First Aid Waste Management, 4.14 – Infectious Diseases Response Strategy, 4.15 – Asthma, 9.2 – Enrolment, 10.8 – Information Handling (Privacy and Confidentiality).*



Procedures

Definitions

Incident / Accident: Any unplanned event resulting in or having potential for injury, ill health, damage or other loss.

Injury: Any physical damage to the body caused by violence or an incident.

Trauma: An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

Minor incident: An incident that results in an injury that is small and does not require medical attention (e.g. adhesive dressing).

Parent / Carer / Guardian Permission

All Queensland residents are covered for ambulance transport services anytime, anywhere across Australia. Families who are not Queensland residents must seek cover at their own cost.

Written consent from the child's parent/carer will be sought through the enrolment process for the Coordinator and or educator qualified in first aid, to obtain medical attention, in keeping with the policies and procedures of the service, if required.

- On occasion, it may be necessary for a child to have an Individual Medical Action Plan. These plans must be provided by the parent/carer and be developed in collaboration with the family medical practitioner. Information contained may relate to management plans surrounding conditions such as anaphylaxis, asthma, diabetes, epilepsy or any other medical condition. Permission will be obtained from the parent/carer to display this where staff can easily familiarise themselves with the health issue.

Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which the service has relating to the child, for the purpose of enabling the service to:

- Administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child in accordance with this policy; and
- Report any incident / accident, injury, illness or trauma as required by law.

First Aid

At least one educator with a current first-aid and CPR qualification, and anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, will attend any place children are being cared for, and immediately available in an emergency where children are being cared for by the service.

Disposable gloves will be worn when administering first-aid, and will be disposed of immediately after use, in a way that they are reasonably secure from children and others.

The Responsible Person and or Coordinator will, or delegate a qualified educator to, ensure that the following are always kept at the service, and are accessible to the educators but not to children:

- A fully maintained and equipped first aid kit, adequate for the number of children attending the service, and that items stored in the first aid kit are within the identified use by date (where applicable)
- A recognised and current first-aid manual;
- A cold pack and/or ice ready for use in the administering of first aid;
- A store of disposable gloves; and
- Current emergency contact telephone numbers.

Immediate procedure upon incident / accident, injury, illness or trauma (Refer to Flowchart 4.5.1)

If a child is involved in an incident, becomes ill, is injured or suffers a trauma while attending the service:

- Educators will comfort and calm the child; minor incident / accident / injury / illness or trauma will be documented and the parent / carer / guardian contacted if required. (4.5.3)
- All head injuries, including minor head injuries, will be reported to the Responsible Person/Coordinator, monitored for safety and recorded on the relevant form. Parent / carer / guardian will be contacted and notified;
- Significant injuries will be reported to the parent / carer / guardian via phone, notifying of the circumstances including: (as per flow chart 4.5.1) (Complete Form incident / accident, injury illness or trauma 4.5.2)
 - The treatment administered; and
 - Whether the child has returned to normal activities as deemed appropriate by Coordinator or first aid qualified educator;
- An educator, qualified in first aid, will administer appropriate first aid and assess the child's condition in conjunction with the Responsible Person and or Coordinator;
- Non-prescribed oral medications will not be administered to any child;
- If necessary, the coordinator and or Responsible Person, will ensure that the child is separated from the other children and made as comfortable as possible in a quiet, well-ventilated area;
- If necessary, the coordinator and or Responsible Person, will contact the parent / carer / guardian to collect their child as soon as possible; and
- The child will be kept under Educator supervision and their condition monitored until the parent / carer / guardian arrival.

If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:

- In the case of a child requiring emergency medication (Epipen, Ventolin etc.), steps as per individual medical management plans will be immediately followed;
- The coordinator and or Responsible Person, will call an ambulance;
- All attempts will be made to notify the parents; and
- If parents are unable to accompany the child to the hospital, the Responsible Person and or Coordinator, or first aid qualified educator who administered the first aid, will accompany the child provided that they leave at least one educator who is qualified in first aid at the service and that the educator to ratios are still met.

All costs incurred in obtaining medical attention for a child will be met by the parent / carer / guardian.

Recording and reporting incidents / accidents, injuries, illness or trauma

An incident, accident, injury or trauma report (see 4.5.1) must be completed, as soon as reasonably possible after a child is involved in an incident, suffers an injury, illness or trauma, by the educator who administered care or first aid to the child.

The information which must be included on the report after a child is involved in an incident, suffers an injury, illness or trauma at the service is:

- The child's name;
- Date and time of accident/incident;
- Details of accident/incident;
- Parent / carer / guardian contacted;
- Treatment and outcome of accident/incident;
- Staff signature and witness signature; and
- Parent's signature confirming knowledge of accident.

The information contained in the incident, accident, injury or trauma report forms must not be used for any purpose except strictly in accordance with this policy, the Privacy Policy (see 10.8 – Information Handling (Privacy and Confidentiality) and any other relevant policies of the service.

The Responsible Person and or Coordinator will ensure that the parent of a child who is involved in an incident, is injured, ill or suffered trauma at the service is informed of the situation and the treatment given on collection of the child.

The Responsible Person and or Coordinator is responsible for the obligation under section 174 (4) of the *Education and Care Services National Law Act 2010* to report to the relevant Regulatory Authority if a child dies, or suffers an injury at the service for which treatment from a medical practitioner was obtained, or ought reasonably to have been sought.

Reference

First Aid in the Workplace Code of Practice 2021, Workplace Health and Safety Queensland,
https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0019/72631/first-aid-in-the-workplace-cop-2021.pdf

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