

Incident, Injury, Trauma and Illness Policy

This procedure **MUST** be read in conjunction with *Uniting Workplace Health and Safety Policy (Level 2)*

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service;
- promptly responding to the needs of an injured, ill or traumatised child/person at the service;
- preventing injuries and trauma;
- preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines;
- maintaining a duty of care to children and users of the service.

Executive Summary

The wellbeing of children, staff, volunteers, students and visitors is of high priority to Uniting Early Learning. Responsible for managing early childhood services and caring for children requires all involved to have a duty of care towards those children and act to effectively respond, manage and prevent accidents and emergencies at the service.

Prevention strategies are essential to protect those participating in a children's program from foreseeable risk of harm, injury and infection. Each service must have occupational health and safety procedures that outline the process for effectively identifying, managing and reviewing risks and hazards for the specific context. Environmental, health, behavioural factors and workplace procedures will require consideration to ensure the minimisation of risk in the context of the service environment.

| DOCUMENT TITLE & NUMBER | INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY | | | |
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| Content Owner | Uniting Early Learning – Head of Early Learning | | | Page 1 of 5 |
| Document Author | EL Practice Manager | Document Version | V 4.0 | Policy No. 09 |
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Staff must be able to identify and monitor signs and symptoms of any injury, trauma and illness and accurately complete all administrative requirements to systematically document and report these. Any concerns are to be communicated promptly to the relevant people, including the notification of parents. Services must follow the incident reporting and escalation process and ensure they comply with any regulatory or legislative responsibility.

Current Environmental Context

All educators on the premises will have an approved first aid qualification.

Policies and procedures in place will guide staff to prevent or respond immediately to identified issues, administer first aid when appropriate and report any incident, injury or medical emergency.

Documentation to provide accurate records must be maintained, kept and stored until the child is 25 years of age.

Workplace safety for all staff is essential and procedures for controlling the risks associated with hazardous tasks must be engaged. Under the Occupational Health and Safety Act both employers and employees have responsibilities to ensure the health and safety of individuals while working. This duty extends to any person who may be affected by the organisation's activities, and includes children and volunteers.

Medical emergencies may include serious health issues such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. In some cases, the decision to call an ambulance will need to be made by the person in day-to-day in charge of the service.

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Attachment 9a: Responsibilities relating to the Incident, Injury, Trauma and Illness Policy

Attachment 9b: Serious incident/Notifiable Complaint reporting

Attachment 9c: Serious incident notification procedure

Attachment 9d: Procedure for child requiring an ambulance

Current forms can be found on the Uniting Intranet – [Click here](#)

Form 9.1: Serious Incident record – Category 1

Form 9.2: Serious Incident record – Category 2

Form 9.3: Non serious incident, injury and illness record

Form 9.4: Complaint record – Serious and Non serious

Form 9.5: Serious Incident - Internal Investigation record

Form 9.6: Serious Incident – Witness Statement record

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved May 2017:

| | |
|---|---|
| <i>Administration of First Aid Policy</i> | <i>Administration of Medication Policy</i> |
| <i>Anaphylaxis Policy Appendix</i> | <i>Asthma Policy Appendix</i> |
| <i>Hygiene and Infectious Diseases Policy</i> | <i>Dealing with Medical Conditions Policy</i> |
| <i>Diabetes Policy Appendix</i> | <i>Emergency and Evacuation Policy</i> |
| <i>Enrolment and Orientation Policy</i> | <i>Epilepsy Policy Appendix</i> |
| <i>Excursions Regular Outings and Service Events Policy</i> | <i>Workplace Health and Safety Policy-Level 2</i> |
| <i>Privacy and Confidentiality Policy-Level 2</i> | |

- *Children's Services Act 1996*, S26, 27, 29
- *Children's Services Regulation 2009*, r37, 41(g), 44, 63, 65, 66, 67
- *Early Learning Notification Guidelines* [Click here](#)
- *Education and Care Services National Law Act 2010*: Section 174(2)
- *Education and Care Services National Regulations 2011*: r77, 85–87, 103, 177, 183
- *Managing Trauma and Ways to Recover* Component 4 Helping children who are experiencing mental health difficulties. Kids Matter (sourced April 2017) www.kidsmatter.edu.au
- *National Quality Standard*, Quality Area 2: Children's Health and Safety, Quality Area 3: Physical Environment, Quality Area 7: Leadership and Service Management
- *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition, 2013) National Health and Medical Research Council:
<http://www.nhmrc.gov.au/guidelines/publications/ch55>
- *Tasmanian Licensing Standards for Centre Based Child Care*, 2014, Class 5 (0-12years) s15

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- WorkSafe Victoria: Online notification forms: <http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification>
- WorkSafe Tasmania: <http://www.workcover.tas.gov.au/>

Authorisation

This policy was adopted by Uniting Early Learning on: 06/07/2018

Review

This policy is to be reviewed by: 03/08/2019

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