Cheltenham Community Centre Early Learning Childcare

E15. Incident, Injury, Trauma, and Illness

1. Policy

1.1 Cheltenham Community Centre (CCC) Early Learning Childcare is committed to:

- Providing a safe and healthy environment for all children, educators, staff and others attending the service
- Preventing the spread of illness through simple hygiene practices, implementation of **No Jab No Play** and complying with recommended Department of Education and Training exclusion guidelines
- Ensuring that unwell children do not attend the centre
- Taking appropriate action when a child becomes unwell or is injured at the service
- All staff being aware of their responsibilities in the event of an incident or medical emergency, aware of procedures and location of First Aid kits, children's action plans and medication.

1.2 This policy applies to the Approved Provider, Nominated Supervisor, Early Childhood Educators, staff and parents/guardians who wish to enroll or have already enrolled at CCC Early Learning Childcare.

1.3 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness
- Monitor the implementations, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required, and
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

2. Procedure

2.1 Ensuring that the following contact numbers are displayed in close proximity to the telephone

- Emergency Services – 000
- Asthma Australia – 1800 278 462
- Victorian Poisons Information Centre – 13 11 26

Illness

2.2 Any child suffering an Infectious Disease will not be permitted to attend the Children's Service (Refer to attached *Infectious Disease Schedule*).

2.3 If the child becomes unwell while attending a session a staff member will contact the parent/guardian to request that the child is collected.

2.4 If parents are unable to be contacted, the nominated emergency contacts will be telephoned and arrangements made for the collection of the child.

2.5 While in the care of the service the unwell child will be made comfortable and kept away from other children if practicable. Active supervision will be maintained at all times.

2.6 The child must not be returned to care until well, non-infectious and able to cope in the children's service program.

2.7 After the child leaves, clean any area in which the child played, sat or rested to minimise the spread of infection. In addition, follow-up with the child's parents to check if any further action is required after the initial incident. This is particularly important in cases of infectious disease. In such cases, follow the procedure for dealing with *Infectious Diseases and Hygiene*.

2.8 Staff will not give parents medical advice regarding the treatment of children and will advise parents to contact a medical practitioner for diagnosis and ongoing care.

Injury, Trauma and Incident

2.9 Children requiring first aid treatment will be immediately treated by staff with First Aid Qualifications.

2.10 Educators will ensure that there are an appropriate number of up-to-date, fully equipped first aid kits that are accessible at all times.

2.11 If a child has received an injury to the head and/or face, Educators will contact and notify the parents by phone as soon as possible, to decide whether they will collect their child or leave the child at the service to be monitored.

2.12 Should a child remain at the service after an injury to the head and/or face the Educators must monitor the child for signs of concussion and contact emergency services if required.

2.13 Parents will be notified and details of the incident including treatment given will be recorded. Parents will be required to sign the incident/injury form, and the form will then be kept in our records.

Risk minimisation

2.14 Staff of CCC and Educators will ensure that the premises are kept clean and in good repair to help prevent accidents and hazards.

2.15 Educators will perform regular hazard inspections, recording inspections on the *Hazard Identification Checklist.*

2.16 Educators will review the cause of any incident, injury or illness and take appropriate action to remove the cause if required.

2.17 Ensure that equipment and furniture are age-appropriate, regularly inspected, and replaced as needed to minimise risks of accidents or injuries.

3. Legislation and regulations

3.1 The National Regulations require an accurate Incident, Injury, Trauma or Illness Record to be kept and stored confidentially until the child is 25 years old (Regulation 183(2)).

3.2 Completed medication records are kept until the end of 3 years after the child's last attendance. (Regulation 183(2)(g))

3.3 Records, documentation and information will be maintained and stored in accordance with the Health Records Act 2001 (Vic)

3.4 As a regulatory requirement, CCC Management are required to make notification of a serious incident to the Department of Education and Training (DET) within 24 hours.

3.5 Relevant legislation and standards include but are not limited to:

- Australian Standards AS3745–2002, *Emergency control procedures for buildings, structures and workplaces*
- *Children's Services Regulations 2020*: Regulations 54-64, 95, 120, 122, 123
- *Education and Care Services National Law Act 2010*: Section 174(2)
- *Education and Care Services National Regulations* 2011: Regulations 77, 85–87, 103, 177, 183
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2007*
- *WorkSafe Victoria Compliance Code: First aid in the workplace (2008)*
- *Therapeutic Goods Act 1989 (Cth)*
- *National Quality Standard –*

    - Quality Area 2:
        - Children's Health and Safety Standard 2.1: Each child's health is promoted
        - Element 2.1.1: Each child's health needs are supported
        - Element 2.1.3: Effective hygiene practices are promoted and implemented
        - Element 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines

    - Quality Area 3: Physical Environment
        - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
        - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained

    - Quality Area 7: Governance and Leadership
        - Standard 7.3: Administrative systems enable the effective management of a quality service
        - Element 7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements
        - Element 7.3.2: Administrative systems are established and maintained to ensure effective operation of the service

3.6 The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today: http://www.legislation.vic.gov.au/
Commonwealth Legislation - Federal Register of Legislation: https://www.legislation.gov.au

4. Definitions

4.1 **Children's action plans:** When a child who has a diagnosed health care need, allergy or relevant medical condition is enrolled at an education and care service, additional requirements must be met to ensure that the child's safety, health and wellbeing is protected. Once a medical condition has been diagnosed by a registered medical practitioner, an action plan would be created. A copy of this plan is to be given to the service to be kept in the enrolment record for that child. These plans should be in place prior to the child commencing at the service.

4.2 **Concussion:** A mild traumatic brain injury that alters the way the brain functions. Effects of concussion are usually temporary, but can include altered levels of consciousness, headaches, confusion, dizziness, memory loss of events surrounding the injury, and visual disturbance.

4.3 **Emergency:** Is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at the service.

4.4 **Emergency services:** Includes ambulance, fire brigade, police and state emergency services.

4.5 **Exclusion guidelines:** Primary schools and children's services such as child care centres and kindergartens have a responsibility under the *Public Health and Wellbeing Regulations 2019* to help manage infectious diseases in their facilities. Different exclusion periods apply to different infectious diseases for cases and contacts.

4.6 **First Aid Qualifications** (in childcare): "The approved provider of a centre-based service must ensure that the following qualified people are at all times in attendance at any place children are being educated and cared for by the service and immediately available in an emergency:

- at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification
- at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
- at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.
  Services must have staff with current approved qualifications on duty at all times and immediately available in an emergency. One staff member may hold one or more of the qualifications.

4.7 **Hygiene practices** (in regard to this policy) include: washing hands with soap after going to the toilet, before preparing and/or eating food, during normal daily activities and playing; turning away from other people and covering the nose and mouth with a tissue or the arm when coughing or sneezing; changing children out of soiled clothes and cleaning up areas where soiling has occurred.

4.8 **Infectious Disease:** Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi, and the diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

4.9 **No Jab No Play:** Is the name of legislation that requires all children to be fully vaccinated (unless they have a medical exemption) in order to enrol in childcare or kindergarten in Victoria.

4.10 **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

5. Sources and related policies

5.1 Sources

- ACECQA - First Aid qualifications & Training.
- Education of Victoria - Children with medical conditions attending education and care services.
- Health Records Act 2001 (Vic)
- Department of Health - Exclusion periods for primary schools and children's services
- Department of Health - No jab, no play
- Kids Health Information: Head Injury – General Advice
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council
- Workplace Safety - Infection Control
- World Health Organization (WHO) - Infectious diseases.

5.2 Services policies

- Confidentiality Policy and Guidelines
- Dealing with Infectious Diseases and Including minimum exclusion periods
- Responding to Medical Conditions - including anaphylaxis, allergies, asthma & diabetes
- Parent complaint procedure
- Workplace Health and Safety policy
- Child Safe Environment
- Child Safe and Wellbeing
- Administration of First Aid
- Administration of Medication
- Emergency and Evacuation
- Dropping and picking up of children

Revision History

Date	Revision	Revised by
10/10/2013	Created	Tammy Rowed
14/09/2020	Updated	Leanne Lee-Ack
15/09/2020	Reviewed for consistency with CCC *Policy & Procedure Manual*	Catriona O'Neill
14/12/2024	Reviewed and updated	Leanne Lee-Ack
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