

DEATH OF A CHILD IN FAMILY DAY CARE
(including Sudden Infant Death Syndrome)

PROCEDURES:

Initial Response if a child is found not breathing

- **Stay calm.** Always stay with the child
- **Immediately commence resuscitation** and continue until the ambulance arrives
- If possible, call out for assistance from a spouse or neighbour
- Take the child with you to the telephone if necessary

- **Telephone for ambulance and police on “000”** and calmly give the following details
 - child not breathing.
 - name, address (including the nearest “cross” street to your current location), and
 - telephone number.
 - resuscitation of child is in progress
 - child’s name and name of child’s parents
- **Telephone the Clarence Family Day Care office as soon as it is safe to do so;**
 - request the immediate assistance of staff member/s
 - give the child’s name and your own name
 - **if the FDC office is unattended, phone the nominated supervisor (or the responsible person who has been placed in day-to-day charge of the service) on the number listed on the supplied Emergency Telephone Numbers List**
- **The nominated supervisor**, or the responsible person placed in day-to-day charge of the service, **will telephone the parents to ask them to come immediately** to the educator’s house as their child has stopped breathing, resuscitation is under way, and the ambulance has been called.
- If possible, **have someone at the gate to meet the ambulance officers** and guide them to the child.
- When family day care staff or a neighbour arrives at the house, the other children in care should be taken to another part of the premises. Keep the emergency area clear of anybody but emergency staff at all times.
- If resuscitation attempts cease before the child is removed from the premises by the ambulance officers, ask them to remain at the house until the child’s parents arrive. The educator and scheme staff should be guided by ambulance officers regarding informing the parents of the child’s death.

- The nominated supervisor or delegate of the service, once aware of the death of a child in care, must immediately cause notice of that fact to be given to:
 - (i) A parent of the child, *and*
 - (ii) A police officer, *and*
 - (iii) NSW Early Childhood Education and Care Directorate, Dept of Education, using form SI01, *and*
 - (iv) the Dept. of Education & Training, *and*
 - (v) the approved provider of the service, *and*
 - (vi) the NSW Workcover Authority.
 - (vii) the scheme's insurance provider

- To ensure compliance with work health and safety legislation, in the event of the death of a child whilst in care, the educator will also cause notice of the death to be given immediately, to the NSW Workcover Authority.

- Following an incident where a child dies whilst in the care of the service, the child's educator and staff of the scheme will be offered access to counselling services if required.

- The educator will notify his/her insurance provider and complete an incident report.

- Records relating to the death of a child while being educated and cared for by the service or that may have occurred as a result of an incident while being educated and cared for, are to be kept until the end of 7 years after the death.

Relevant Legislation: *Children & Young Persons (Care and Protection) Act 1998;*
Education and Care Services National Regulation 2012; 12(a), 176 (2)(i), 183(2)(c),
Work Health & Safety Act 2011;

Key Resources: *Health and Safety in Family Day Care, Model Policies and Practices*, University of NSW, 2nd edition, 2003;
Guidelines for Family Day Care Programs Following the Sudden and Unexpected Death of a Child – Possibly of SIDS, SIDS New South Wales, 2002;