

**INCIDENT, INJURY, TRAUMA, ILLNESS
and EMERGENCY MEDICAL TREATMENT**

AIM:

To detail clear procedures that are to be followed by educators and/or staff of the service in the event that a child;

- a) is injured,
- b) becomes ill, or
- c) suffers a trauma.

To guide the educator and staff of the service in providing a prompt and appropriate response when a child has suffered an injury whilst in care.

To comply with the Education and Care Services National Regulation 2011, specifically Division 2 – Incidents, Injury, Trauma and Illness; clause 85 clause 86, and clause 87.

RATIONALE:

If a child in care has an accident or suffers an injury, trauma, illness or needs emergency medical treatment, the Family Day Care educator has a duty of care to take immediate action to provide first aid or seek appropriate medical attention.

POLICY:

Immediate first aid and, if necessary, emergency medical treatment must be given to a child in care who requires it.

The educator will notify the child's parents as soon as practicable, but no more than 24 hours after the occurrence, so they can take over responsibility and/or care of the child and decide on any further action to take.

In the event that a child is involved in any incident, injury, trauma or illness whilst in care, that requires first aid or other medical treatment, the educator will notify the nominated supervisor of the service at the earliest opportunity.

If a serious accident involving a child in care occurs, ie. where the child requires medical, dental or hospital treatment, the nominated supervisor will inform the director general of the NSW Dept. of Education and Communities (*DEC*), the Federal Dept. of Social Services, and the Approved Provider of the Service.

AUTHORITY FOR EMERGENCY TREATMENT:

A child placed with Clarence Family Day Care will be covered by an authority signed by the child's parent/guardian, authorising the scheme and the educator to seek and obtain emergency medical, dental, hospital and ambulance services where this may be considered necessary for the welfare of the child. This authority will be obtained from the parent/guardian at the time of enrolment.

NOTIFYING FAMILIES

If a child suffers an incident, injury, trauma or illness whilst in care, every effort will be made to notify the child's parent/guardian as soon as it is safe to do so. The details of any medication, or first aid, medical, dental, ambulance or hospital treatment administered to the child, and any other matter concerning the child's health while the child is in Family Day Care, will be given to the child's parent/guardian as soon as practicable, and a record is to be kept by the educator. If the parent/guardian cannot be contacted, the educator will notify the parent's listed emergency contact person.

NOTIFYING THE NOMINATED SUPERVISOR

If a child suffers an incident, injury trauma or illness whilst in care, that requires first aid or other medical treatment, the educator **must, at the earliest opportunity**, notify the nominated supervisor or the responsible person who has been placed in day-to-day charge of the service, of the nature and cause of the injury/illness. The educator will also complete and lodge with the nominated supervisor of the service, an **Incident, Injury, Trauma and Illness Record**, giving details of the injury and any first aid, medical, dental, ambulance or hospital treatment administered to the child.

When the nominated supervisor is informed of a serious incident/injury that requires a child to receive medical treatment, the nominated supervisor will immediately inform the Dept. of Education and Communities (*DEC*), the Dept of Social Services, and the approved provider of the service. Depending on the circumstances relating to the incident, the nominated supervisor of the service will also notify the NSW Workcover Authority if required to do so under WHS legislation.

EMERGENCY PROCEDURES

In the event of an emergency, there are clear steps to be taken, as follows. The emergency may or may not involve the children in your immediate care and your actions will differ accordingly.

1. CHILDREN IN CARE

All reasonable steps will be taken to provide immediate first aid or seek medical treatment, if necessary, for a child in care. Resuscitation, however, may need to be commenced immediately, depending on the nature of the emergency. Educators should use their discretion in the application of first-aid and in the decision to contact the child's own doctor, or the closest doctor, or an ambulance/hospital.

The co-ordination unit staff will assist in this process where possible.

- Ensure the safety of self and any other children first, then:
- Render appropriate first aid,
- If the child requires medical treatment, ring for an ambulance or take the child directly to the casualty/emergency department at the local hospital or to the child's nominated doctor. Then contact the child's parent and the nominated supervisor of the service.
- If you are caring for children and an emergency situation arises, if necessary, you may leave the children with your educator assistant, your spouse, or a coordinator of the service, or take them with you. Never leave a child alone irrespective of the situation.

2. PERSON NOT IN CARE

- Telephone the coordination unit office as soon as possible, to make arrangements for an appropriate person to come to your home to care for the child/ren in care.

- If the coordination unit phone is unanswered, the educator may leave the children with the educator assistant or spouse.
- Contact the nominated supervisor of the service as soon as practicable to report the occurrence.
- Inform the parents of all children in care during the emergency, about what has happened during the day so that they are aware of any disruptions their child may have experienced.

3. ISOLATED EDUCATORS

Isolated educators should establish emergency procedures to enable an appropriate person to take over the care of the children in the event of an emergency. This may include having a registered educator assistant available who could stay with the children in the educators home. As a last resort, children may be left in the care of an appropriate adult resident (eg. spouse) of the educators home until a staff person arrives.

In the event of an emergency:

- Contact the parent of the child injured/ill child.
- Contact your emergency person to come and stay with the children until the staff person arrives.
- Contact the coordination unit office for a staff person to come to your home to care for the children in your absence.
- The scheme staff will contact the parents of the children in care and inform them of the situation and ask them to collect the child/ren from care. If needed, the staff person would remain at the educators home until the parent/s arrive to collect the children.

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

The educator must keep a record of any incident, injury, trauma or illness involving a child in care.

The incident, injury, trauma and illness record must include:-

a) details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected whilst in care, *including*

- i) the name and age of the child, *and*
- ii) the circumstances leading to the incident, injury or trauma, *and*
- iii) the time and date the incident occurred, the injury was received or the child was subjected to the trauma.

b) details of any illness which becomes apparent whilst the child is in care, *including*

- i) the name and age of the child, *and*
- ii) the relevant circumstances surrounding the child becoming ill and any apparent symptoms, *and*
- iii) the time and date of the apparent onset of the illness.

c) details of the action taken by the educator in relation to any incident, injury, trauma or illness which a child has suffered whilst in care, *including*
i) any medication administered or first aid provided, *and*
ii) any medical personnel contacted.

d) details of any person who witnessed the incident, injury or trauma.

e) the name of any person -

i) whom the educator or staff of the service notified or attempted to notify about an incident, injury, trauma or illness suffered by a child whilst in care, *and*
ii) the time and date of the notifications or attempted notifications.

f) the name and signature of the person making the entry in the record, and the time and date that the entry was made.

The entry in the Incident, Injury, Trauma and Illness Record must be made as soon as practicable, but not later than 24 hours after the incident, injury, trauma or onset of the illness.

Where applicable, a diagram may be used to indicate injuries to a child.

The record is to be signed by a parent/guardian of the child and a copy will be lodged with the nominated supervisor of the service.

POISONS INFORMATION CENTRE

The Children's Hospital at Westmead

Locked Bag 4001

Westmead NSW 2145

Tel: 13 11 26

see also: *Medication Policy*

Allergies and Anaphylaxis Policy

Nutrition and Food Safety Policy

Relevant Legislation:

Education and Care Services National Regulations 2011;

Work Health & Safety Act 2011.