



Incident, Injury, Trauma & Illness

Policy Statement

*NBCA will plan for, and respond effectively to accidents and medical emergencies.
In a medical emergency, staff will administer First Aid and implement service emergency procedures.*

Implementation

- The service has a designated person responsible for maintaining the First Aid Kits and Emergency Evacuation Kits and will purchase/replace First Aid items, any personal protective clothing and equipment, as necessary.
- NBCA promotes and covers the course fee for recognised First Aid qualifications for permanent staff. Staff are paid for attendance at these courses, and are required to ensure practices from such training is applied whenever administering First Aid.
- A minimum of one (1) employee who holds recognised current First Aid qualifications will be present at the service when children are in care.
- If an injury occurs outside of the service and is conveyed to staff, either by the family or is a noticeable injury, a record will be made by the service.
- When families/carers sign an Incident, Injury Trauma and Illness report, they will be made aware of and agree to any exclusion periods that may apply.
- In the event of a child or staff member being administered with asthma or anaphylaxis medication after a severe attack or allergic reaction, an ambulance may be called.
- Each NBCA service will maintain an illness register. This will record children's absences.
- Directors will monitor the illness register, to determine if there has been any outbreaks of a notifiable disease within the service.
- A parent must be notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for by the service.
- An incident, injury, trauma and illness record must be kept and the information must be included in the record as soon as practicable, but not later than 24 hours after the incident, injury, trauma or onset of illness. This record must be kept confidential and stored until the child is 25 years old.

Injury Procedure

- Educators to ensure the child is comfortable, assess injury and appropriate treatment is administered according to current First Aid practices.
- Incident, Injury and Trauma Form to be completed and signed by parents/carers on collection and placed in appropriate tray. Forms will remain confidentially stored and archived as required by law and regulations.
- A questionable injury is one that originally seems minor, but develops additional symptoms as time progresses.
- All attempts must be made to inform the director immediately. Family members will be contacted immediately, depending on the severity of the injury. Families will be asked to collect their child within a reasonable and agreed timeframe.
- An emergency contact on the enrolment form will be contacted if families cannot be reached.



- If the incident is serious, an ambulance may be called whilst educators continue First Aid procedures.
- The child's primary caregiver or director will accompany the child in the ambulance with the child's enrolment forms and other relevant documents. The educator/director will return to the service when family members arrive.
- Under no circumstances will a child be transported in an employee's car.
- If a child is unconscious, bleeding or convulsing, other children should be moved to another area to maintain privacy, dignity and rights of the unwell child.
- Where a medical emergency requires an ambulance or hospital care for anyone within the service, the Children's Education and Care Assurance will be notified as soon as possible and all relevant documentation prepared by the nominated supervisor or responsible person in charge of the service.

First Aid Equipment

- First Aid kits are located throughout the service, and supplies are checked regularly.
- Emergency Service contact details are displayed near each telephone.

Staff Injuries

- Staff injuries are to be reported to the director immediately and documented on relevant forms.
- Notifications of injuries are to be sent to Guild Insurance within forty eight (48) hours.
- If medical attention or hospitalisation is required, the individual staff member is responsible for ensuring the correct Workers Compensation medical certificate is obtained and additional claim forms are completed, as soon as possible.
- Staff and management will follow the direction of medical professionals and Guild Insurance in relation to any injury, treatment or return to work plan.

Care of Sick Children

- If a child exhibits any of the following signs of being unwell while at the service they may be excluded:
 - Sleeps at unusual times, is drowsy or lethargic;
 - Reaches or exceeds a temperature of 38 degrees Celsius;
 - Is crying constantly as a result of discomfort due to a possible illness;
 - Experienced a reaction to medication;
 - Unusual discharge from the eyes, nose or ears;
 - Has an unexplained rash;
 - Is vomiting;
 - Has diarrhoea (exclusion at the director's discretion).
- The service philosophy and Code of Ethics will guide staff practices in these situations. If a child has a known medical condition their action plan will be followed.
- Families will be contacted if their child becomes unwell.
- If a child becomes ill and a family member and/or emergency contacts cannot be contacted, the service will follow first aid and emergency procedure guidelines.
- Observations of illness in children will be documented and family members will be asked to sign the Exclusion Report upon collection of their child. Completed forms to be placed in appropriate tray. Forms will remain confidentially stored and archived as required by law and regulations.
- If necessary the director will notify the ACT Health Department of an outbreak of a notifiable disease.



Exclusions Periods

- Twenty Four (24) hour exclusion period applies to:
 - High temperature of 38 degrees Celsius (24 hours from the last episode);
 - Vomiting (at the director's discretion)
 - Diarrhoea (at director's discretion)
 - Commencement of antibiotics, depending on illness/nature of script.
- The forty eight (**48**) hour exclusion period applies in relation to an outbreak whereby ACT Health have been notified and the service is being monitored:
 - Diarrhoea (48 hours from the last episode);
 - Vomiting (48 hours from the last episode);
- Children who present with a temperature of 38 degrees and above who have recently been immunised, are teething or appear to still be well within themselves do not need to be excluded, as long as they do not exhibit any other signs of illness.
- Minimum exclusion periods allow time for any illness or reaction to subside and for normal diet and activity to be re-introduced.
- It is essential contagious diseases be reported to the director as soon as possible, so it can be documented and other families notified.
- A child will be excluded for the full duration stated on a medical certificate.

Head Lice

- The service will follow the 'Staying Healthy' publication.

Policy Links

Policies:

- Death at the Service
- Emergencies
- Exclusion
- Health, Hygiene and Infection Control
- Immunisation
- Medical Conditions
- Medication
- Supervision
- Workplace Health and Safety

NQS: 2.1, 5.1 and 7.1

Regulations: 85 – 98, 168 and 183

Sources:

- ACT Health: Hospitals and Health Centres
- Asthma Australia: Treatment, Resources and Asthma First Aid
- Guild Insurance: Policies
- National Quality Framework
- NBCA Workplace Health and Safety Handbooks
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition) 2013
- Education and Care Services National Law (2011) - Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)



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