



Background

The safety of children at Gidgillys is the ultimate priority.

To comply with the Education and Care National Regulations 2011 and the National Quality Standard 2011, services need well-considered and documented processes so that staff and educators can respond to children's injuries competently and calmly and in a way that ensures that children are kept safe and/or risk of further harm reduced.

Policy statement

This Policy details how Gidgillys ensures that staff and educators possess the qualifications, knowledge, skills and training to respond to children who are unwell or have been injured, and how it communicates with parents to ensure staff and educators can best respond to their child's identified medical needs.

To this end, Gidgillys recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The educators are qualified in First Aid and CPR, and trained to deal with asthma and anaphylaxis. Information about children's known medical conditions is readily accessible, as is any medication required to manage those conditions

Strategies and practices

- Gidgillys maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training. The required number of educators with these qualifications and positioned near children meets regulatory requirements at all times, including on excursions. **(Regulation 136 (1))**
- The First Aid Kit is located so that educators can readily access it in an emergency. The Kit is clearly labelled, and kept out of the reach of children. A separate First Aid kit is available for excursions and it is stocked to include any medication for children with medical requirements such as EpiPen for anaphylaxis. The contents of both First Aid Kits are cleaned, expiry dates checked, and replenished once per month by our First Aid Officer.
- The Nominated Supervisor maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. Parents are required to inform Gidgillys of any changes to these contact details and update via Xplor App.
- Gidgillys maintains Medical Management Plans for children with identified medical conditions. These plans are updated every 12 months or as required by families. With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the

Incident, Injury, Trauma and Illness – Feb 2022

Service, including food preparation and eating areas. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families. The Plans are strictly adhered to in any emergency. Refer to the Service's *Medical Conditions Policy*.

- All children are observed on arrival and any injury notes is recorded in confidential educator diaries as "Injury on Intake".
- In the event of a child displaying any of the following symptoms at the centre, the child will be excluded from the centre and Parents will be notified and asked to collect their child as soon as possible. (Temp of 38 degrees or higher, vomiting, loose bowel motions, sore throat, conjunctivitis, lethargy and body aches or requiring one on one care)
- Administration of Medication – Paracetamol or Ibuprofen will be administered under emergency situations only if requested by families where the child is injured or becomes ill while at the centre. Educators will record this on the Medication Record via the Xplor App at the centre. If a child is required to have antibiotics or a medication while in our care, families are required to notify the centre in writing (email) of the Medication Name, time of last dosage, time to be administered and the dosage to be administered. This will then be required via the Xplor App that gets sent to families. The medication must be in the bottle with clear chemist labels to be eligible for administration.
- Educators are to inform the Nominated Supervisor or Responsible Person in Charge as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form for the Service's records. If the staff member seeks medical advice, this information should be added to the records. The staff member is also required to notify the Nominated Supervisor of any application for Work Cover, and to keep the Nominated Supervisor informed of any progress.
- The Nominated Supervisor will notify the Regulatory Authority via the NQA ITS Portal as soon as practicable but no later than 24 hours after any serious incident such as: **(Section 174 (2) (a) Reg 12)**
 - the death of a child–
 - while that child is being educated and cared for by the Service; or
 - following an incident occurring while that child was being educated and cared for by an education and care service;
 - any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service–
 - which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - for which that child attended, or ought reasonably to have attended, a hospital;
 - any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;
 - any emergency for which emergency services attended;
 - any circumstance where a child being educated and cared for by an education and care service–
 - appears to be missing or cannot be accounted for; or
 - appears to have been taken or removed from the education and care service in a manner that contravenes these Regulations; or

Incident, Injury, Trauma and Illness – Feb 2022

- Is mistakenly locked in or locked out of the Service or any part of the premises.
- Record Keeping – Records are maintained if related to an incident, injury, illness or trauma suffered by a child while being educated and cared for by Gidgillys Early Education & Care Centre until the child reaches 25 years of age.

Additional safe practices for babies

- Educators will ensure regular 10 minute cot checks are completed for sleeping babies in accordance with Red Nose Guidelines and safe sleep practices.

Responsibilities of parents

- To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.
- To ensure Two (2) emergency contacts are evident on enrolment for collection during times of emergency if families are uncontactable.
- To ensure no child is sent to Gidgillys if requiring paracetamol/ibuprofen for temperatures or pain relief. This can be given under emergency situations or in consultation with the Director or Responsible Person in Charge.
- To ensure any child who is showing symptoms of the following are kept home for minimum 48hrs after the last sign of illness
 - Temperature of 38 degrees or higher
 - Vomiting
 - Loose Bowel Movements
 - Green Runny Nose
 - Persistent Cough
 - Lethargy, body aches
 - Sore Throat
 - Conjunctivitis
 - Body Rashes, blisters or sores

Procedure and forms

- Administration of Medication – Medication info sent via email
- Incident, Injury, Illness and Trauma Record – Via Xplor App
- Injury on Intake Form
- Medical Conditions Management Plan

Incident, Injury, Trauma and Illness – Feb 2022

Links to other policies

- Enrolment and Orientation Policy
- Infectious Diseases Policy inc. COVID-19 2022.
- Medical Conditions Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	12	Meaning of serious incident
	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First Aid kits
	147	Medical conditions policy
	136	First Aid qualifications
	146	Nominated supervisor
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Framework 2018 (October 2018 Update): Section 4 – Operational Requirements
- Red Nose Guidelines - <https://rednose.org.au/resources/education>
- NQAITs – Early Childhood Education & Care Directorate – 1800 619 113

Further reading and useful websites *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

- Safe Work Australia – <https://www.safeworkaustralia.gov.au/>
- Kid safe – <http://www.kidsafe.com.au/> accessed 30 December 2020
- St John. *First Aid Facts*. <http://stjohn.org.au/first-aid-facts> accessed 30 December 2020
- <https://nsw.childcarealliance.org.au/>
- <https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>

Incident, Injury, Trauma and Illness – Feb 2022

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	18/2/22	Erin Shortland (Director)	*Recreated due to computer crash and loss data *Added additional practices for babies and reference to Red Nose website	January 2023
2	9/9/22	Erin Shortland (Director)	*Added new procedures for documenting medication and injury reports	September 2023
3				
4				