

INCIDENT, INJURY, TRAUMA & ILLNESS

Early Years Services

1. Purpose

The purpose of this policy and procedure is to provide guidance in first aid treatment, guidelines and recording of any incident, injury trauma or illness that occurs in the Early Years Services.

2. Policy

Stonnington Early Years Services believes that the wellbeing of each child is of the highest priority. Stonnington Early Years Services adheres to the stated supervision policy however also acknowledges that through the nature of young children's play minor accidents may occur from time to time. This can transpire whether alone or within a group environment.

Educators have a duty of care to all children in their service to protect children from harm or any hazard likely to cause injury. Educators must practice effective communication and hand-over of information at all times.

3. Scope

This policy applies to parents/guardians with children enrolled in the service and all Educators within Early Years Services, including any agency relief Educators engaged by the City of Stonnington.

4. Responsibilities

Early Years Coordinator
Team Leaders
Educators
Parents/guardians

5. Procedure

In the event of an accident or injury, Educators must administer appropriate First Aid for the child's injury and refer to and/or follow the process on the Incident/Injury procedure flow chart.

- Educators should be familiar with the Administration of First Aid Policy and in event of an injury or acute illness be confident in providing appropriate first aid.

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Accident and/or Injury Process for Educators

- Administer First Aid
- Contact the Team Leader or 2IC immediately
- If the child is showing the following symptoms, call an ambulance;
 - child falls or knocks head - dizzy, loss of consciousness, vomiting, slurred speech, unstable, altered state of consciousness, significant swelling or an unusual lump
 - obvious trauma – including but not limited to significant bleeding, cuts, burns, suspected broken bone/s
 - serious allergic or anaphylactic reaction
 - asthma - as per action plan and Dealing with Medical Conditions policy
 - suspected or known ingestion of hazardous material or poison
 - sudden severe headache, complaining of bright light and/or neck pain
 - seizures – including epilepsy
 - high temperature accompanied by any other change in behaviour, consciousness or sudden decline in physical state
 - altered state of consciousness – child collapses (losses consciousness) or appears faint with pale skin/sweating
 - trauma to face involving teeth or trauma to eyes
 - serious concern about a child's health and/or their deterioration.
- Contact the parents/guardians to notify them of the details of the incident, injury, trauma or illness. If parents/guardians are not available contact the authorised nominee listed on the child's enrolment form.
- If the child is showing the following symptoms, parents/guardians will be contacted to collect their child and advised to seek medical advice;
 - unwell – vomiting, diarrhoea, temperature, severe rash, cold, flu like symptoms or unusual loss of appetite
 - injury to the head area and Educators are unsure of what happened
 - severe insect bites
 - accidents – serious bruising, possible break or sprain
 - asthma symptoms
 - mild allergic reaction
 - eaten something they are not supposed to e.g. allergen
 - general concern about a child's condition
 - after an ambulance has visited
- Educator must complete the incident, injury, trauma and illness record as soon as practicable.
- Educator or Team Leaders will complete a SolvSafety within 24 hours if required.
- Team Leader will notify the Early Years Coordinator and refer to the Serious Incident Response Policy for further information on the process when an accident or injury is more serious.

6. Relevant Legislation, Guidelines and Policies

Australian Children's Education and Care Quality Authority (ACEQA)

Child Safe Standards

Education and Care Services National Law Act 2010

*Education and Care Services National Regulations (2011 SI 653) – Version 1st
October 2020*

*National Health and Medical Research Council **Staying Healthy in Childcare Fifth
Edition** June 2013*

National Quality Standards

Serious Incident Response Policy

7. Related Services Policies/Forms

Administration of First Aid Policy

Incident, Injury, Trauma and Illness Record

Incident Injury Procedure Flowchart

Serious Incident Response Policy