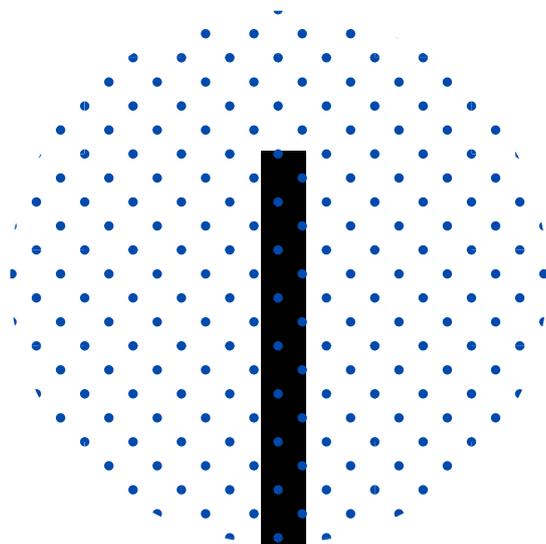




INCIDENT, ILLNESS, INJURY OR TRAUMA POLICY



Kelvin Grove OSHC

4.3 Incident, Illness, Injury or Trauma

Policy Statement

Kelvin Grove State College Outside School Hours Care proactively strives to avoid injuries or trauma occurring at the service, and to minimise the impact of injuries, illnesses and trauma by responding appropriately and as quickly as possible. The rights and responsibilities of parents with respect to injuries, illnesses or trauma of their children is acknowledged and will be taken into account in administering all procedures.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and Regulations 2011
- Child Protection Act 1999 and Regulations 2000
- Queensland Community Ambulance Cover Act 2013
- Duty of Care
- First Aid Code of Practice 2004
- 'My Time, Our Place' Framework for School Age Care
- **National Quality Standard Area:** 2.1.1, 2.1.2, 2.1.4; 2.3.3; 4.2.1; 6.1.1; 6.2.1; 7.1.2; 7.2.3; 7.3.1, 7.3.2, 7.3.3, 7.3.5.
- **Policies:** 3.10 – Observational Recording, 4.6 – Medication, 4.10 – Anaphylaxis Management, 4.10 – Anaphylaxis Management, 4.11 – Emergency Health and Medical Procedure Management, 4.13 – First Aid Waste Management, 4.14 – Infectious Diseases Response Strategy, 4.15 – Asthma, 9.2 – Enrolment, 10.8 – Information Handling (Privacy and Confidentiality).



Procedures

Definitions

Incident: Any unplanned event resulting in or having potential for injury, ill health, damage or other loss.

Injury: Any physical damage to the body caused by violence or an incident.

Trauma: An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

Minor incident: An incident that results in an injury that is small and does not require medical attention (e.g. adhesive dressing).

Parental Permission

Under the *Community Ambulance Cover Act 2003*, all Queensland residents are covered for ambulance transport services anytime, anywhere across Australia. Families who are not Queensland residents must seek cover at their own cost.

Written consent from the child's parent/guardian will be sought through the enrolment process for the Coordinator and/or staff member qualified in first aid, to obtain medical attention, in keeping with the policies and procedures of the service, if required.

On occasion, it may be necessary for a child to have an Individual Medical Action Plan. These plans must be provided by the parent/guardian and be developed in collaboration with the family medical practitioner. Information contained may relate to management plans surrounding conditions such as anaphylaxis, asthma, diabetes, epilepsy or any other medical condition.

Permission will be obtained from the parent/guardian to display this where staff can easily familiarise themselves with the health issue.

Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which the service has relating to the child, for the purpose of enabling the service to:

- Administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child in accordance with this policy; and
- Report any incident, injury, illness or trauma as required by law.

First Aid

At least one educator with a current first-aid and CPR qualification, and anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, will be in attendance at any place children are being cared for, and immediately available in an emergency at all times children are being cared for by the service.

Disposable gloves will be worn when administering first-aid, and will be disposed of immediately after use, in a way that they are reasonably secure from children and others.

The Coordinator will, or delegate a qualified educator to, ensure that the following are kept at the service at all times, and are accessible to the educators but not to children:

- A fully maintained and equipped first aid kit, adequate for the number of children attending the service, and that items stored in the first aid kit are within the identified use by date (where applicable)
- A cold pack and/or ice ready for use in the administering of first aid;
- A store of disposable gloves; and
- Current emergency contact telephone numbers.

Immediate procedure upon incident, injury, illness or trauma (see Flowchart 4.5.2)

If a child is involved in an incident, becomes ill, is injured or suffers a trauma while attending the service:

- Staff will comfort and calm the child;
- Minor head injuries will be reported to the Coordinator, monitored for safety and recorded on the relevant form. Parents/guardians may be contacted at the Coordinators' discretion;
- Significant injuries will be reported to the parent/guardian via phone, notifying of the circumstances including:
 - The treatment administered; and
 - Whether the child has returned to normal activities as deemed appropriate by Coordinator or first aid qualified educator;
- An educator, qualified in first aid, will administer appropriate first aid and assess the child's condition in conjunction with the Coordinator;
- Non-prescribed oral medications will not be administered to any child;
- If necessary, the Coordinator/Responsible Person will ensure that the child is separated from the other children and made as comfortable as possible in a quiet, well ventilated area;
- If necessary, the Coordinator, or Person-in-Charge, will contact the parents/guardians to collect their child as soon as possible; and
- The child will be kept under adult supervision and their condition monitored until the parent's arrival.

If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:

- In the case of a child requiring emergency medication (Epipen, Ventolin etc.), steps as per individual medical management plans will be immediately followed;

- The Coordinator, or Person in Charge, will call an ambulance;
- All attempts will be made to notify the parents; and
- If parents are unable to accompany the child to the hospital, the Coordinator, or first aid qualified educator who administered the first aid, will accompany the child provided that they leave at least one educator who is qualified in first aid at Kelvin Grove State College OSHC and that the educator to ratios are still met.

All costs incurred in obtaining medical attention for a child will be met by the parents/guardians.

Recording and reporting incidents, injuries, illness or trauma

An incident, accident, injury or trauma report must be completed, as soon as reasonably possible after a child is involved in an incident, suffers an injury, illness or trauma, by the educator who administered care or first aid to the child.

The information which must be included on the report after a child is involved in an incident, suffers an injury, illness or trauma at Kelvin Grove State College OSHC is:

- The child's name;
- Date and time of accident/incident;
- Details of accident/incident;
- Parents/guardians contacted;
- Treatment and outcome of accident/incident;
- Staff signature and witness signature; and
- Parent's signature confirming knowledge of accident.

The information contained in the incident, accident, injury or trauma report forms must not be used for any purpose except strictly in accordance with this policy, the Privacy Policy (see 10.8 – Information Handling (Privacy and Confidentiality)) and any other relevant policies of Kelvin Grove State College OSHC.

For incidents that may require minor first aid (e.g. ice-pack/adhesive strips), an entry must be made in the first aid record book, located with the service first aid kit. Information to be included in the first aid record book may include:

- The child's name and date;
- The reason for the first aid to be administered and where on the child it was applied; and
- Educator's name and signature.

The Coordinator is responsible for the obligation under section 174 (4) of the *Education and Care Services National Law Act 2010* to report to the relevant Regulatory Authority if a child dies or suffers an injury at the service for which treatment from a medical practitioner was obtained, or ought reasonably to have been sought.

Revisions

November 2009	Date of Development
December 2018	Approved by the P&C Executive Committee
June 2020	Approved by the P&C Executive Committee
Date for Review	June 2021 (or as required)

4.3.1

Kelvin Grove State College Outside School Hours Care Incident Management Flowchart

	Serious	Moderate	Minor	No Injury or Harm
Assess	See ACECQA SI01 for defined types	Moderate injury or harm	Minor injury or harm Near miss Minor concern, promptly remedied	Not likely to cause concern
Respond	Refer to relevant service policy and procedure Apply first aid	Refer to relevant service policy and procedure Apply first aid	Refer to relevant service policy and procedure Assess requirement for first aid Apply as necessary	Refer to relevant service policy and procedure Assess requirement for first aid
Report	Immediately to: Parent/Caregiver Nominated Supervisor and/or Responsible Person in Charge Approved Provider Regulatory Authority	Immediately to: Nominated Supervisor and/or Responsible Person in Charge Parent/Caregiver Approved Provider Regulatory Authority	As soon as practical to: Nominated Supervisor and/or Responsible Person in Charge Parent/Caregiver Approved Provider	As soon as practical to: Nominated Supervisor and/or Responsible Person in Charge Parent/Caregiver Approved Provider
Documentation	<i>Complete relevant service documentation and SI01</i>	<i>Complete relevant service documentation and SI01 (if medical assistance is sought or ought reasonably to have been sought)</i>	<i>Entry in minor incident book</i>	<i>Entry in minor incident book</i>
Debrief	Immediately with those involved in the incident and then the team as appropriate and within a reasonable time	As soon as possible with those involved in the incident and then the team as appropriate and within a reasonable time	As soon as possible with those involved in the incident and then at the next team meeting	Debrief and discuss as necessary
Reflect	Reflect on the steps taken above and identify aspects that were effective and also where opportunities for improvement have been identified	Reflect on the steps taken above and identify aspects that were effective and also where opportunities for improvement have been identified	Reflect on the steps taken above and identify aspects that were effective and also where opportunities for improvement have been identified	Reflect on probability for the incident to escalate and identify strategies to prevent further escalation or repeated occurrence
Improve	Take immediate action to improve areas identified and make records of those actions on the service's improvement plan	Take action to improve areas identified and make records of those actions on the service's improvement plan	Take action to improve areas identified and make records of those actions on the service's improvement plan	Take action to improve areas identified and make records of those actions on the service's improvement plan