



Death of a Child/Staff Member/Visitor to the Centre

Review Date: 13/09/2017

Rationale

The staff of Evans Head and Woodburn Preschools will always exercise a strong sense of duty of care.

However, in the unlikely event of a death occurring on the preschool site, or whilst elsewhere under the care of the service, there must be a clear guideline to follow.

Aim

To ensure that staff are aware of correct procedures and of their responsibilities following the death within the service.

To provide clear guidelines to follow at a time when clear thought processes can be impaired by emotion.

Implementation

1. First aid will be administered in accordance with First Aid training with due consideration for the safety of all within the vicinity.
2. (a) The ambulance will be called (000). Give the following details:
 - Address and contact details.
 - Description of the victim's condition and convey the urgency of the situation.(b) Additional staff will take other children away from the scene as soon as is practicable.
3. The "immediate family" are to be notified that there has been a serious incident/accident and their family member is being transported to hospital. The parent will be requested to go to the hospital immediately. Until death is confirmed by a qualified medical practitioner, the preschool will not give out news of the death.
4. If parent/carer/next of kin cannot be contacted, the emergency contact person will be called and asked to attempt to locate them urgently.

Statutory Legislation & Considerations

Sources

5. Police should be notified after the ambulance is called and the immediate family are notified.
6. Call in casual relief staff or other available known adult to help with the supervision of the children at the service.
7. The Nominated Supervisor will accompany the adult/child to hospital.
8. Until death is confirmed by a qualified medical practitioner, the preschool will not give out news of the death. Families should be informed that an adult/child has been taken to hospital.
9. The Nominated Supervisor will inform the Management Committee as soon as practical.
10. The Approved Provider will notify the regulatory authority by completing Form SI01 Notification of Serious Incident and submitting it through the NQA ITS portal within 24 hours of the incident.
11. Children present at the service will require reassurance after the incident. Community services such as Child and Family Health may be contacted for advice and counselling.
12. Staff will be offered counselling and support.
13. Families will be informed of the death of the adult/child when appropriate and given information and referral for support and resources.

Should there be a death of a child or family member connected with the preschool community outside of the service hours or premises, the preschool will inform families of the death when appropriate and given information and referral for support and resources.

Adopted by the Management Committee

Signed by: Naomi Simpson, President

Date Signed: 13/09/2015

REVIEW DATE: 13/09/2017

Death of a Child/Staff Member/Visitor at the Centre

A P P E N D I X

The death of someone close may induce shock and/or stress. We understand that both of these reactions may pose a threat to Workplace Health and Safety.

In the event of a death of a person closely associated with the centre, Evans Head Preschool Association's Management Committee will facilitate open communication, support, time to attend a funeral service, etc. as deemed necessary at the time.