



Incident, Injury, Trauma and Illness

Review Date: 24/10/2025

Introduction

Children's health and safety in education and care services is the responsibility of approved providers and educators.

Policies and procedures (including documented records) must be in place to effectively manage incident, injury, trauma and illness that occurs in the program by law.

Educators acknowledge the value of children's innate desire to explore and test their growing capabilities in developing all elements of their wellbeing.

Whilst encouraging children to assess risk, challenge themselves and make discoveries, educators will provide programs that balance risk taking with risk management to reasonably protect children from excessive harm.

Goals – What are we going to do?

Our preschools will:

- Develop program goals that promote the wellbeing of each child;
- Establish procedures and practice that minimise the risk of harm to children;
- Maintain communication with families to ensure that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements; and
- Ensure that this policy is implemented in conjunction with our Emergency and Evacuation policy.

Strategies - How will it be done?

The approved provider, nominated supervisor and educators will consider the development of children's wellbeing as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

The procedures of the service will include the following:

Approved Providers will:

- Notify the Regulatory Authority of any serious incident at the preschool (*a notifiable serious incident is defined as a serious injury, trauma or illness that required the urgent medical attention of a registered medical practitioner or attendance at hospital at the time, or if these ought reasonably to have been sought at the time of the incident*), the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.

Nominated Supervisors will:

- Ensure that educators are rostered so that at least one educator who holds a current approved first aid qualification is present at all times that the children are being educated and cared for by the service;
- Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained;
- Ensure that all staff are aware of the completion of appropriate records in OWNA (incident reports, Illness & infectious disease) and complete an Injury on Intake form (attachment 1) in the event of any incident, injury, trauma or illness to children whilst in the care of the service, or upon its detection whilst in the care of the service, and that this information is completed no later than 24 hours after the incident occurred);
- Make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- Complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the service;
- Give staff access to appropriate up to date information, or professional development on the management of incidents; and
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction or orientation to the service and that position descriptions reflect this responsibility.

Educators will:

- Greet families noting each child's wellbeing and complete an Injury on Intake form if required.
- Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe;
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing;

- Respond to children in a timely manner. Provide reassurance and ensure children’s emotional and physical wellbeing is paramount at all times;
- Seek further medical attention for a child if required;
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- Be aware of individual children’s allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness;
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Educators will contact the child’s authorised person to inform them of the illness signs, or to request the collection of the child;
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record in OWNA as required;
- Maintain appropriate work health and safety standards when attending to children’s injuries and applying first aid;
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children’s emerging capabilities;
- Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired and added to the maintenance log in OWNA.
- Ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discussing policy and procedure, consider any improvements that need to be made to this policy.

Families will:

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including immunisation status and illnesses at the service;
- Inform the service of their child’s particular requirements, and provide any relevant paperwork to the service, such as immunisation status, letters from medical professionals, Health Care Plans, etc;
- Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report
- Receive access to this policy and notification of its existence;
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service;
- Be provided access to information on children’s development, the service program, and relevant resources (such as fact sheets, for example) from the service.

Statutory Legislation & Considerations

Education and Care Services
National Regulations 2011

Education and Care Services
National Law Act 2010

Sources

Guide to the National Quality
Standard ACECQA (2018)

Guide to the Education and Care
Services National Law and the
Education and Care Services
National Regulations ACECQA
(2011)

EYLF – Belonging Being Becoming
(2009)

The Manual – Managing a
Children’s Service – Community
Child Care Co-operative (2009)

Health and Safety in Children’s
Services Model Policies and
Practices – 2nd Edition revised
(2003)

Related Policies

- First Aid
- First Aid Plan
- Medical Conditions
- Emergency and Evacuation
- Confidentiality

Evaluation

Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

Documentation and Record Keeping

- Archive and retain Incident, injury, trauma and illness records until the child is at least 25 years of age.
- The regulatory authority will be notified of any serious incidents requiring medical attention within 24 hours.

On behalf of the Management Committee:

Name: Narissa Cuskelly.....

Signature:

Date: 24/10/2023.....

REVIEW DATE: 24th October 2025.....

PLAN REVISION

Reviewed	Adopted by	Review date
03/08/2017	Belinda Fayle (President)	03/08/2019
15/06/2021	Aaron Kennedy (Treasurer)	15/06/2023
24/10/2023	Narissa Cuskelly	24/10/2025