



Nature Alliance Family Day Care Service

Incidents, Injury, Trauma & Illness



POLICIES IN THIS SECTION AS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012: Section 165; 174, 174(A)

Education and Care Services National Regulations, 2012 – Chapter 1- Preliminary 12, Regulations: 85-88; 168(2)(b); 177 (1)(b); 178(1)(b); 183(2)(a)(b)(c)

DEFINITION OF AN INCIDENT:

An incident is an occurrence of an unusual event, apparently of minor significance. An incident in the context of health, safety and environment is the occurrence of any unintended event that disturbs normal modus operandi. As per occupational safety and health administration (OSHA) an Incident is an unplanned, undesired event that adversely affects the completion of a task.

DEFINITION OF A SERIOUS INCIDENT:

Refer to Education and Care Service Regulations Chapter 1 – Preliminary 12

POLICY

Nature Alliance FDC Service endeavours to embed the National Principles for Child Safe Organisations in all practices and promotes a culture of safety and wellbeing to minimise the risk of harm to children.

Family Day Care Educators and Educator Assistants have a duty of care to respond to and manage any incidents that occur at the service. All parties will take reasonable steps to protect children from harm should any incidents, injuries, trauma or illness events occur to ensure the safety and wellbeing of all children.

SCOPE

This policy applies to Educators, Educator Assistants, families, Staff, visitors, students, or volunteers at the Family Day Care Service.

PROCEDURE:

1. If a child presents or develops one of the following signs whilst in care, the Family Day Care Educator will contact the parent or emergency contact as listed in the enrolment documentation.
 - (i) Ear and/or eye discharge
 - (ii) Undiagnosed rash
 - (iii) Body temperature over 37.5 degree Celsius
 - (iv) Persistent coughing episodes with difficulty in breathing
 - (v) Open sore with discharge
 - (vi) Vomiting and/or continuous loose bowel episodes
 - (vii) Persistent headaches
2. A child with symptoms that may be infectious should be isolated where possible but not out of sight of the Family Day Care Educator.

3. Any incident where a child displays signs of an injury such as bleeding, bruising, insect bite or sting, bite mark from another child or emotional discomfort is displayed after an incident such as crying, limping, protecting any part of the body or if the child is unwilling to participate in normal activities an Incident, Injury, Trauma and Illness Report will be completed.
4. Family Day Care Educators and Assistants must ensure that Nature Alliance FDC and the parent of the child involved in an incident, injury, trauma or illness is notified as soon as practicable but no later than 24 hours after the occurrence.
5. A Nature Alliance FDC Incident, Injury, Trauma and Illness Record must be completed as soon as practicable but not later than 24hrs after the incident and sent to Nature Alliance FDC. Parents must sign the Incident, Injury, Trauma and Illness Report form (this can signed by the parent at a later date if not able to be done at the time)
6. A signed copy of all incident reports must be forwarded to the Nature Alliance Family Day Care service office as soon as the document is completed.
7. Any serious incident, which requires assistance from a registered medical practitioner and/or emergency medical services, including a dentist, or should have required this assistance, is to be recorded and reported to relevant authorities, this being the Family Day Care Service and Regulatory Authority, within 24 hours of the incident occurring. Nature Alliance FDC will notify the relevant authorities.
8. Family Day Care Educators should report to their insurance company as required by the conditions of their policy.
9. In the event of any injury or illness first aid will be administered and/or medical attention will be sought if required.
10. In the event of an incident/accident the Educator must ensure that supervision is provided to the other children to ensure their safety.
11. Information within *Staying Healthy in Childcare* and *Communicable Diseases Guidelines* <https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf> will be implemented in regard to the prevention of illness and infectious diseases.
12. Completed Incident, Illness Trauma and Illness Reports will be saved in the Nature Alliance record system and recorded on the Nature Alliance Incident Register until the child reaches 25 years of age.

SUPPORTING DOCUMENTS

To implement this Policy, refer to:

NA-FRM-0002 Incident, Illness, Injury and Trauma Report Form

NA-POL-0003.3 - First Aid Administration

References:

Communicable Diseases Guidelines

Staying Healthy in Childcare

Childcare Centre Desktop

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