



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; 175(3)

Education and Care Services National Regulations, 2012 – Chapter 1- Preliminary 12, 'Regulations':85-87; 168(2)(b); 177 (1)(b); 178(1)(b); 183(2)(a)(b)(c)

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)

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

PROCEDURE:

1. If a child presents or develops one of the following presenting 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 of 37.5 degree Celsius or higher
 - (iv) Persistent coughing episodes with difficulty in breathing
 - (v) Open sore with discharge
 - (vi) Vomiting and/or continuous loose bowel episodesA child with symptoms that may be infectious should be isolated where possible but not out of the sight of the Family Day Care Educator.
2. 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.
3. Family Day Care Educators and Assistants must ensure 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.
4. An Incident, Injury, Trauma and Illness Record must be completed as soon as practicable, but not later than 24hrs after incident. Parents must sign the Incident, Injury, Trauma and Illness Report form.
5. 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.
6. Any serious incident, which requires assistance from a registered medical practitioner and/or emergency medical services, or should have required this assistance, is to be recorded and reported to relevant authorities, being the Family Day Care Service and

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Regulatory Authority, within 24 hours. (Refer to the definition of 'serious incident' in Education and Care Service Regulations Chapter 1 – Preliminary 12)

7. Family Day Care Educators should report to their insurance company as required by the conditions of their policy.
8. In the event of any injury or illness first aid will be administered and/or medical attention will be sought if required.
9. Information within *Staying Healthy in Childcare* (5th Ed.) and *Communicable Diseases Guidelines* 2016 will be implemented in regard to the prevention of illness and infectious diseases.
10. The Incident, Injury, Trauma and Illness *Report* form will be stored by the service in a safe and secure place and kept until a child is aged 25 years.

SUPPORTING DOCUMENTS

To implement this Policy, refer to:

Incident, Illness, Injury and Trauma Report form

Reference: WWW.safeopedia.com

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