

Early Childhood Management Services

Quality Area 2: Children's Health & Safety Early Childhood Education

Incident Reporting - Incidents, injury, trauma and illness policy

Purpose

The purpose of this policy is to ensure that all ECMS staff:

- follow procedures if a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- understand their responsibilities and those of, parents/guardians and the organisation when a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- follow practices to reduce the risk of an incident occurring at the service.

Principles

ECMS is committed to:

- providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service
- providing environment where all children are adequately supervised at all time
- ensuring that every reasonable precaution is taken to protect children from harm and hazard likely to cause injury
- responding to the needs of an injured, ill or traumatised person at the service
- preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines
- fulfilling is legal obligations to report in a timely fashion all serious incidents, injures or trauma to the requisite authorities
- maintaining a duty of care to children and users of ECMS services

Scope

This policy applies to all ECMS staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities at ECMS services, including during offsite excursions and activities.

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Roles & responsibilities

Educators	<p>Responsible:</p> <ul style="list-style-type: none"> • Ensuring implementation and compliance with this policy and procedure • Undertake the responsibilities as outlined in the policy and procedure
Nominated Supervisors/Centre Directors	<p>Responsible:</p> <ul style="list-style-type: none"> • Ensuring implementation and compliance with this policy and procedure • Undertake the responsibilities as outlined in the policy and procedure
Area Managers	<p>Responsible:</p> <ul style="list-style-type: none"> • Ensuring implementation and compliance with this policy and procedure • Undertake the responsibilities as outlined in the policy and procedure
Child Safety Advisors	<p>Responsible for:</p> <ul style="list-style-type: none"> • Providing advice and support to teams in relation to matters relating to alleged/actual abuse, disclosure or suspicion
Compliance Desk Team	<p>Accountable for:</p> <ul style="list-style-type: none"> • Notifying the Regulatory Body of any serious incident reportable under the Education and Care Services National Law and Regulations • Notifying the Regulatory Body of any matter in relation to alleged/actual abuse, disclosure/suspicion • Determine whether a serious incident involves reportable conduct under the Victorian Reportable Conduct Scheme and, if so, implement the ECMS Reportable Conduct Procedure <p>Responsible for:</p> <ul style="list-style-type: none"> • Receiving, processing, storing and internal reporting of any serious incident reportable under the Legislation and Regulations or any matter in relation to alleged/actual abuse, disclosure/suspicion
Persons with Management and Control Director, ECE	<p>Accountable for:</p> <ul style="list-style-type: none"> • Ensuring implementation and compliance with this policy and procedure

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CEO	Responsible for: <ul style="list-style-type: none"> • Ensuring that ECMS has an effective system in place for complying with the Child Safe Standards and Education and Care Services National Law and Regulations • Ensuring that ECMS has an effective system in place to comply with Victoria's Reportable Conduct Scheme
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Related Legislation	<ul style="list-style-type: none"> • Australian Standards AS3745-2002, Emergency control procedures for buildings, structures and workplaces • <i>Child Wellbeing and Safety Act 2005</i> (Vic) Sections 16K & 16M • <i>Education and Care Services National Law Act 2010</i> (Vic) Section 174(2) • <i>Education and Care Services National Regulations 2011</i> (NSW) Regulations 77, 85-87, 103, 177 & 183 • <i>Public Health and Wellbeing Act 2008</i> (Vic) • <i>Public Health and Wellbeing Regulations 2009</i> (Vic) • <i>Occupational Health and Safety Act 2004</i> (Vic) Section 23 • <i>Occupational Health and Safety Regulations 2007</i> • WorkSafe Victoria Compliance Code: First aid in the workplace (2008)
Related ECMS policy and procedure	<ul style="list-style-type: none"> • Medication • Anaphylaxis • Asthma • Administering First Aid • Child Safety • Child Safety and Compliance: Reportable Matters Handbook • Dealing with Infectious Diseases • Dealing with Medical Conditions • Diabetes Policy • Emergency and Evacuation • Epilepsy • Excursions • Road Safety • Staffing Arrangements
Sources and Further Reading	Ambulance Victoria: www.ambulance.vic.gov.au Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au Guide to the National Quality Framework
Attachments	Incident, Illness, Trauma Injury Record Serious Incidents Complaints Alleged Abuse

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