Incident, Injury, Trauma and Illness Policy

Purpose

Peak Sports and Learning proactively strives to avoid injuries occurring at the Centre, and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible, to all injuries and illnesses. The rights and responsibilities of parents with respect to injuries and illnesses of their children and young people are acknowledged and will be taken in to account in administering all procedures. The safety, health, rights and best interests of children are the paramount consideration in every decision we make about incidents, injuries, trauma and illness.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
National Law 2A, 3A (NSW), 165, 167, 174 National Regulations – 12, 84, 85, 86, 87, 88, 89, 93, 95, 97, 103, 104, 161, 162, 168, 169, 170, 171, 172, 175, 176, 177, 183	QA 2, 2.1.2, 2.2.1, 2.2.2, 2.2.3	- Administration of First Aid Policy - Administration of Medication Policy - Managing Duty of Care – Non attending children Policy - Medical Conditions Policy - Dealing with Infectious Diseases Policy - Safe Arrival of Children Policy - Supervision Policy	Child Safe Standards

Procedures

Parental Permission

By enrolling and accepting the terms and conditions of enrolment, the child's parent/guardian agrees for the Nominated Supervisor (or, in absence of the Supervisor, a Responsible Person qualified in first aid) to obtain medical attention, in keeping with the Policies and Procedures of Peak Sports and Learning, if required.

By enrolling and accepting the terms and conditions of enrolment, consent is obtained from the parent/guardian for the use of all health and other personal information which Peak Sports and Learning has relating to the child for the purpose of enabling staff of Peak Sports and Learning to:

- administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child in accordance with the Incident, Injury, Trauma and Illness Policy and Procedures of the Service; and
- report any injury, illness or incident as required by law.

First Aid

At least one staff member with a current ACECQA approved first aid qualification, anaphylaxis management training and emergency asthma management training (Regulation 136) will be on duty at all times while children and young people are in attendance at the Centre. As best practice, staff will also update their CPR annually. Disposable gloves will be worn by staff when administering first-aid, and will

be disposed of immediately after use, in a way that they are reasonably secure from children and other staff.

The Supervisor will delegate a qualified staff member to ensure that the following are kept at Peak Sports and Learning at all times, and are accessible to the staff but not to children:

- a fully maintained and equipped first aid kit, adequate for the number of children attending Peak Sports and Learning;
- a recognised and current first-aid manual; and
- a cold pack and ice ready for use in the administering of first aid;
- a store of disposable gloves.

Immediate procedure upon injury or illness

If a child becomes ill or injured while attending Peak Sports and Learning:

- staff will comfort and calm the child;
- a staff member qualified in first aid will administer appropriate first aid and assess the child's condition;
- if necessary, the Supervisor, or qualified staff member, will ensure that the child is separated from the other children and made as comfortable as possible in quiet, well-ventilated area;
- if necessary, the Supervisor, or qualified staff member, will contact the parents/guardians to collect their child as soon as possible.
- the child will be kept under adult supervision and their condition monitored until the parent/guardian's arrival.
- where a child requires medication, this will be administered in alignment with Peak Sports & Learning Policy – Administration of Medication.

If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:

- the Supervisor, or qualified staff member, will direct a staff member to call an ambulance;
- all attempts will be made to notify the parents; and
- if parents are unable to accompany the child to the hospital, the Supervisor, or staff member, will accompany the child provided that they leave at least one staff member who is qualified in first aid at Peak Sports and Learning and that the staff ratios are still met.
- All costs incurred in obtaining medical attention for a child will be met by the parents/guardians.

Immediate procedure upon incident

If a child is involved in an incident while attending Peak Sports and Learning:

- staff will comfort and calm the child;
- a staff member qualified in first aid will assess if first aid is required.
- a staff member will provide children with an opportunity to communicate the details surrounding the incident
- the Supervisor, or qualified staff member, will contact the parents/guardians to inform them of the situation, as soon as reasonably practical, and no later than 24 hours after it occurred.

Missing or unaccounted for children

A child who is missing or cannot be accounted for is a serious incident. The detailed search steps are set out in our related policies, depending on where the child was last in our care:

- if a child is missing from the supervised area at the service or on an excursion, educators will follow the Missing Child Procedure in the Supervision Policy;
- if a child booked into After School Care does not arrive at the meeting point or bus collection point (a "No Show"), educators will follow the No Show Search Procedure in the Safe Arrival of Children Policy.

In all cases:

- the Responsible Person will lead the response and make sure all other children stay together and are supervised;
- Head Office and the child's parents or authorised nominees will be contacted as soon as possible;
- the police will be contacted where management considers it necessary based on the information available at the time, or immediately if the family requests it;
- the Regulatory Authority will be notified within 24 hours through the NQA IT System, even if the child is found quickly (Regulation 12);
- an Incident Report Form will be completed;
- once found, the child will be comforted and supported, and their family given clear information about what happened; and
- the Responsible Person and Head Office will review what happened, including the relevant risk assessment, so practices can be improved.

Recording and Reporting Injuries, Trauma, Illness and Incident

The Supervisor or delegated Educator shall ensure that an Injury, Trauma and Illness Form or Incident Report Form is accurately completed as soon as reasonably possible after a child suffers an injury, illness or incident, or is alleged to have suffered an injury, illness or incident, at Peak Sports and Learning.

The information which will be recorded on the *Injury, Trauma and Illness Form* after a child suffers an injury, trauma or illness at Peak Sports and Learning, is:

- the child's name; date of birth; age and gender
- date and time of injury, illness or trauma
- details of injury, illness or trauma
- actions taken, including:
    - treatment and outcome of injury, illness or trauma
    - whether first-aid kit was used and if so what treatment
- Notifications, including attempted notifications, with the time and date and the name and signature of the person who gave or attempted to give the notice, to:
    - Parents/guardian contacted
    - Director/educator/coordinator contacted
    - Regulatory Authority (if applicable)
- Staff signature (with the time and date the record was made) and witness signature
- Parent/Guardian's signature confirming knowledge of accident.

The information which will be recorded on the *Incident Report Form* after a child is involved in an incident at Peak Sports and Learning, is:

- the child's name; date of birth; age and gender
- date and time of incident
- details of the incident
- actions taken including
    - treatment and outcome of incident;

    - whether first-aid kit was used and if so what treatment;
- Notifications, including attempted notifications, with the time and date and the name and signature of the person who gave or attempted to give the notice, to:
    - Parents/guardian contacted;
    - Director/educator/coordinator contacted
    - Regulatory Authority (if applicable)
- Staff signature (with the time and date the record was made) and witness signature; and
- Parent/Guardian's signature confirming knowledge of accident.

The information contained in the Injury, Trauma and Illness Form and/or Incident Report Form must not be used for any purpose except strictly in accordance with this policy.

The Supervisor will ensure that the parent of a child who is injured, ill or involved in an incident at Peak Sports and Learning is informed of the situation, and the treatment given, as soon as reasonably practical, and no later than 24 hours after it occurred.

Notifiable serious incidents

The service under scope of the National Quality Framework are required to notify the regulatory authority, Early Childhood Education and Care when certain incidents or circumstances occur and when certain complaints are received.

All notifiable incidents, circumstances and complaints must be reported via the National Quality Agenda IT System on the Australian Children's Education and Care Quality Authority (ACECQA) website. Serious incidents must be notified within 24 hours.

These include:

- The death of a child while at a service or following an incident while attending a service.
- Any incident involving a serious injury or trauma to a child while attending a service, which:
    - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
    - the child attended or ought to have reasonably attended a hospital (e.g. broken limb).
- Any incident involving serious illness of a child while attending a service and the child attended or ought to have reasonably attended a hospital (e.g. acute asthma, seizure or anaphylaxis).
- Any emergency for which emergency services attended.
- A child is missing or cannot be accounted for.
- A child appears to have been removed from the premises by a person not authorised by a parent / guardian.
- A child is mistakenly locked in or out of the premises or any part of the premises.
- A child appears to have been involved in a sexual offence or sexual misconduct, within the meaning of Part 4 of the Children's Guardian Act 2019 (NSW).
- Any incident or allegations of physical and/or sexual abuse of a child/ren has occurred or is occurring while the child is being educated and cared for by the service.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	January 2014	November 2019	Directors	Nil – small amendments to procedures
2	November 2019	November 2020	Directors	Amendments to include all notifiable complaints
3	February 2020	March 2022	Directors	Amendment to Parental permissions as per FullyBooked enrolment T&Cs. Moved to new document review timeline.
4	March 2022	March 2023	Directors	Amendment to wording to clarify record name Injury, Trauma and Illness Form.
5	March 2023	March 2024	Directors	Separation of forms for Injury, trauma and illness and Incident Report form.
6	March 2024	March 2025	Directors	Reviewed with no amendments
7	March 2025	March 2026	Directors	Updated terminology in line with MTOP v2
8	March 2026	March 2027	Directors	Added paramount consideration (Sections 2A and 3A NSW) and NQS 2.2.3. Added the NSW sexual offence or misconduct serious incident and 24 hour timeframes for notifying parents and the Regulatory Authority. Updated record details in line with Regulation 87 and NSW requirements, first aid qualification wording (Regulation 136) and legislation references.