

## POLICY ON INCIDENT, INJURY, TRAUMA AND ILLNESS

St Pius X OSHC aims to maintain a healthy environment in which children can grow, play and be safe. Specific strategies have been developed to deal with incidents, injuries, trauma and illness.

- Parents are required to provide written authority upon enrolment for educators of St Pius X OSHC to seek medical attention for their child, if required.
- When a minor accident occurs at the service, staff qualified in first aid will:
  - assess the injury
  - attend to the injured child and apply first aid and monitor the child's condition
  - Implement infection control procedures
  - Contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child – all head injuries (bumps) must be reported to the parents
  - write full details about the incident and the treatment given in the Accident/Illness Record and get it signed by parent
- When a serious accident which requires more than first-aid treatment occurs at the service, the director, or another staff person qualified in first aid, will (in addition to the above):
  - Assess whether an ambulance needs to be called or the parent contacted immediately to take their child for medical treatment
  - If an ambulance is called:
    - a staff member will comfort and calm the child at all times
    - if possible a staff member will accompany the child (in the absence of parent)
    - any medical records available for the child will be sent with them
    - Notify the principal
- The director, or another staff member will:
  - Contact the child's parents or emergency contact person to advise them of the incident and where their child has been taken. Every effort will be made not to panic the parent at this stage
  - consider strategies for caring for other children including moving them away from the injured person
  - Write a full report of the accident detailing the incident and the action taken. Details will be recorded on an incident, injury, trauma and illness record and a copy given to the parent.

Notifications must be given to:

- Catholic Education Office through the Catholic safety, health and welfare online reporting system  
<https://cshwsa.incidentreporting.com.au/IncidentReporting/ReportIncident.asp?m=-1&s=-1>

- Education and Early Childhood Services Registration and Standards Board of South Australia using the Notification of Serious Incident Form within 24 hours or when the person becomes aware of the death of a child or when the person becomes aware of any other serious incident
- Department of Education, Employment and Workplace Relations (DEEWR)
- Notification must also be given to SafeWorkSA 1300 365 255 if it relates to work health & safety.
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the families. The service will provide families with information on available insurance cover for these and other accident-related costs. Ambulance cover is provided by the service for children from the school or excursion location only for accident or injury only. Any pre-existing medical conditions are not covered

The service will keep a written record of any incident, injury, trauma or illness a child suffers while in care, or as a result of being in care. The details include

- the name and age of the child
- the circumstances leading up to the incident or the child becoming ill
- any products or structures involved or circumstances surrounding the illness
- the time and date the incident occurred or illness began
- actions taken by staff to care for the child
- any medication that was given
- any medical personnel who were contacted
- details of anyone who witnessed the incident the name, time and date of the person/persons who were notified about the incident or illness by the service
- the name and signature of the person filling out the form and the date and time it was signed.