**Incident/Injury/Trauma Policy**

**Aim:**

To respond to and document any incidents, injury or trauma in the correct manner.

**Procedure:**

For minor incidents/injury/trauma (cuts/ bruises) staff will:

* Administer first aid ensuring bodily fluids and spills are handled according to the Infection Control Policy.
* Ensure the child suffering from the incident/injury/trauma is comfortable and supervised.
* Complete an Incident/Injury/Trauma form.
* Advise the parent/carer when the child is collected from the centre.
* Ask the parent/carer to sign the Incident/Injury/Trauma form and give them a copy.
* Place the Incident/Injury/Trauma form into the Incident/Injury/Trauma folder. This form will be transferred to the child’s records at a later date.
* If the parent/carer has not signed the form, a staff member will notify them of the incident/injury/trauma by phone within 24 hours. The Incident/Injury/Trauma form will be signed by the parent/carer the next day the child attends the centre.

For moderate incidents/injury/trauma (eg: head, dental injury) staff will:

* Assess the situation and administer first aid ensuring bodily fluids and spills are handled according to the Infection Control Policy.
* Ensure the child suffering from the incident/injury/trauma is comfortable and supervised.
* Notify the Nominated Supervisor.
* Notify the parent/carer by phone.
* Complete an Incident/Injury/Trauma form.
* Ask the parent/carer to sign the Incident/Injury/Trauma form and give them a copy.
* Place the Incident/Injury/Trauma form into the Incident/Injury/Trauma folder. This form will be transferred to the child’s records at a later date.

For serious incidents/injury/trauma (requiring Emergency Services or Medical Professionals) staff will:

* Assess the situation and administer first aid ensuring bodily fluids and spills are handled according to the Infection Control Policy.
* Call 000 for assistance (the child suffering from the incident/injury/trauma will be accompanied by a staff member to hospital).
* Ensure the child suffering from the incident/injury/trauma is comfortable and supervised
* Notify the Nominated Supervisor.
* Notify the parent/carer or emergency contact.
* A staff member is to remain with the child suffering from the incident/injury/trauma and observe and record their physical condition (breathing, skin colour etc).
* Complete the Incident/Injury/Trauma form and take a copy with the child to hospital. A copy of the child’s enrolment form should also be taken with the staff member accompanying the child.
* File the Incident/Injury/Trauma form in the child’s records.

The Nominated Supervisor will:

* Notify the Regulatory Authority
* Notify the Licensee of the service (Management Committee)
* Notify the centre’s Insurance company

The Management Committee will:

* Review the incident/injury/trauma, complete a risk assessment, and make any relevant changes to safety

**Sources:**

Education and Care Services National Regulations under the Education and Care Services National Law, December 2011 – Regulations 85 and 168 (2) (b)

National Quality Standard (2018) – Standard 2.1.2

**Attachment:**

Incident/Injury/Trauma Form

Replaced previous policy: December 2004

Approved February 2005

Amended July 2006

Amended July 2007

Amended May 2010

Replaced previous policy March 2012, Reviewed May 2014, Aug 2015, May 2017