



# Periwinkle

## PRESCHOOL

for Rudolf Steiner  
early childhood education

Incident, injury, trauma and illness  
Quality Area 2: Children's health and safety

### Incident, injury, trauma and illness

*Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing.*

The staff of Periwinkle Preschool consider all elements of child wellbeing when providing a safe environment, taking all reasonable steps to protect children from potential harm. When, despite preventative measures, injury, incident, trauma or illness occurs while a child is at Periwinkle, staff members will respond with all care, and in accordance with relevant legislation and policies, to ensure the best possible outcomes for children.

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old.

Under the national legislation, an education and care service must record details in the

Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child
- trauma to which a child has been subjected
- an illness that becomes apparent

Our goals for preventing and responding to injury, incident, trauma or illness are to:

- develop program goals that promote the wellbeing of each child
- work towards achieving a personal state of inner peace so that children experience an environment of calm where they take measured risks within their capabilities, developing confidence within safe bounds
- establish procedures and practice that minimise the risk of harm to children
- maintain communication with families to ensuring that they are informed of any incidents, injury, trauma and illness to their child/ren as required
- ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements



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- implement this policy in conjunction with our Emergencies and Evacuation policy.

### Strategies

View children's wellbeing as paramount to the educational philosophy of the service

- Manage risks associated with activities so that likelihood that children will suffer injury, incident, trauma or illness while at Periwinkle is minimised
- Train all educators in first aid so that responses to injury, incident, trauma or illness are rapid and appropriate.
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All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

- Plan experiences and structure environments so that they are manageable for children within their existing capabilities.

### Incident, Injury, Trauma and Illness Report

Details entered in the Incident, Injury, Trauma and Illness Record include the following:

- the name and age of the child; <
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms);
- the time and date the incident occurred, the injury was received or the child was subjected to the trauma, or the apparent onset of the illness;
- the action taken by the service, including any medication administered, first aid provided, or medical personnel contacted;
- details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;
- the name of any person the service notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/ attempted notifications;
- the name and signature of the person making an entry in the record, and the time and date that the entry was made; and



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- signature of a parent/guardian to verify that they have been informed of the occurrence.

All information will be included in the Incident, injury, Trauma and Illness Report as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

### Preventative Strategies

- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Regularly checking equipment in both indoor and outdoor areas for hazards and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Provide staff with access to appropriate up to date information, or professional development on the management of incidents.
- Maintain high levels of supervision at all times.
- Review supervision plans regularly

### Roles and Responsibilities

#### Approved Provider

- Ensuring that the premises are kept clean and in good repair.
- Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service (regulation 86).
- Ensuring that incident, injury, trauma and illness records are kept and



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stored securely until the child is 25 years old (regulations 87, 183).

- Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.
- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensuring that an incident report is completed and a copy forwarded to the Regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.

Nominated Supervisor

- Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service or informing parents/guardians if an ambulance has been called.
- Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintaining all enrolment and other medical records in a confidential manner.
- Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required
- notifies the Regulatory Authority of any serious incident at Periwinkle Preschool, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.
- ensures the service holds the correct number of first aid kits required, suitably equipped, and maintained



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- informs all staff members that the completion of accurate and complete records is required in the event of any injury, incident, trauma or illness to a child or children whilst in the care of the service, and that such records must be completed no later than 24 hours after an incident occurs (see Attachment 1: Injury, incident, trauma and illness record)
- communicates to staff members the importance of appropriate accessibility for approved officers and families to records and the appropriate storage of records according to regulatory requirements
- completes an audit of the injury, incident, trauma and illness reports to enable reflection on the effectiveness of procedures in place at the service
- provides staff access to appropriate up to date information, or professional development on the management of incidents
- ensures staff access to relevant legislation, regulations and policies, making them aware of their responsibilities under these during staff induction or orientation to the service
- provide parents with information on children's development, the service program, and relevant resources from the service.

#### Early Childhood Educators

- ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate
- plan the physical environment and experiences to ensure maximum safety. Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired
- group children thoughtfully to enable effective supervision and minimise potential risks to children's health and wellbeing
- ensure that hazardous items are inaccessible to children
- maintain awareness of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development
- respond to children showing signs of illness and begin monitoring the symptoms of the child and recording as appropriate. Educators will contact the child's authorised person to inform them as required or to request the collection of the child



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respond to children who report injury, incident or trauma in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times

- Recording details of any incident, injury or illness in the Incident, Injury,

Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence.

- seek medical attention for a child if required
- be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness
- maintain appropriate work health and safety standards when attending to children's injuries and applying first aid
- develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities
- review and discuss policy and procedure regularly.

#### Periwinkle parents/delegates:

- upon enrolment, familiarise themselves with policies and procedures related to injury, incident, trauma and illness whilst at the service, including exclusion practices associated with immunisation status, as outlined in the Parent Handbook and Periwinkle Preschool Policy Manual.
- inform the service in writing of their child's particular requirements, providing any relevant paperwork to the service, such as immunisation status, letters from a medical professional etc\_
- be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report
- participate in the review and effectiveness of policies and procedures of the service as invited
- Be provided access to information on children's development, the service program, and relevant health and wellbeing resources from the service

### Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless



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deemed necessary through the identification of practice gaps, the service will review this

Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given

opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### Related legislation

- Education and Care Services National Law Act 2010: Sections 174(2)
- Education and Care Services National Regulations 2011: Regulations 77, 85-87, 103, 177, 183
- Occupational Health and Safety Regulations 2007
- Australian Standards AS3745-2002, Emergency control procedures for buildings, structures and workplaces
- Children and Young Persons (Care and Protection) Act 1998

### RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety - Standard 2.1, 2.1.1, 2.1.2

National Quality Standard, Quality Area 3: Physical Environment - Standard 3.1, 3.1.2

National Quality Standard, Quality Area 7: Governance and Leadership - Standard 7.1.2

ACECQA - [www.acecqa.gov.au](http://www.acecqa.gov.au)

Incident, Injury, Trauma, Illness Template -

[www.acecqa.gov.au/sample-forms-and-templates-now-available](http://www.acecqa.gov.au/sample-forms-and-templates-now-available)