



Approved by board on: 5<sup>th</sup> September 2023  
Scheduled review date: 5<sup>th</sup> September 2025

### Introduction

The National Regulations require an accurate Incident, injury, trauma and illness record 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 record 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.

### Goals

The health and safety of children in preschool is the responsibility of all approved providers and educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the program by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Our Preschool will:

- Develop program goals that promote the wellbeing of each child;
- Establish procedures and practice that minimise the risk of harm to children;
- Maintain communication with families by 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; and
- Ensure that this policy is implemented in conjunction with our Emergency and evacuation policy.

### Policy

The approved provider, nominated supervisor and educators will consider the development of children's wellbeing as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

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Educators respond in a timely manner to any incident, and documentation is completed within 24 hours, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

Information to be provided in the incident, injury and trauma 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
- 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 record as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

### 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 check equipment in both indoor and outdoor areas for hazards, and take 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.

## Responsibilities

Approved Providers will:

- 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 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, asthma and anaphylaxis management 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 and transportation of the child by an ambulance service.
- Ensuring that an incident report is completed and, if defined under the National Regulations as a serious incident, make the required notifications to the Regulatory Authority within the required time-frame.

Nominated Supervisors will:

- Notify parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Request the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or inform parents/guardians if an ambulance has been called.
- Notify other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.
- Ensure that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintain all enrolment and other medical records in a confidential manner.
- Regularly check 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.
- Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Notify families of this policies existence and providing them with access.
- Provide access to information on children's development, the service program, and relevant health and wellbeing resources from the service.
- Ensure that educators are rostered so that at least one educator who holds a current approved first aid qualification is present at all times that the children are being educated and cared for by the service;

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- Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained;
- Ensure that all staff are aware of the completion of appropriate records (Injury, incident, trauma and illness record) in the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed no later than 24 hours after the incident occurred;
- Make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- Complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the service;
- Give staff access to appropriate up to date information, or professional development on the management of incidents; and
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction or orientation to the service and that position descriptions reflect this responsibility.

### Educators will:

- 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;
- 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;
- Seek further medical attention for a child if required;
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness;
- 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 of the illness signs, or to request the collection of the child;
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required;
- 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;

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- Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy.

Families will:

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including immunisation status and illnesses at the preschool;
- Inform the preschool of their child's particular requirements, and provide 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 if required
- Update the Preschool with any information if a child seeks medical advice after an incident, injury, trauma or illness occurs at Preschool;
- Receive access to this policy and notification of its existence;
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods;
- Be provided access to information on children's development, the service program, and relevant resources (such as Kidsafe, SIDs and Kids, for example) from the service.

NDIS reportable incidents include:

For an incident to be reportable a certain act or event needs to have happened (or alleged to have happened) **in connection with the provision of supports or services by the registered NDIS provider**. This includes:

- The death of a person with disability
- Serious injury of a person with disability
- Abuse or neglect of a person with disability
- Unlawful sexual or physical contact with, or assault of, a person with disability
- Sexual misconduct, committed against, or in the presence of, a person with disability, including grooming of the person with disability for sexual activity
- Unauthorised use of restrictive practices in relation to a person with disability.

When notifying the NDIS Commission of a reportable incident, registered providers must follow the set processes and provide the required information as set out on the 'My Reportable Incidents' page.

The NDIS Commission has developed a [guidance](#) about reportable incidents and NDIS Commission expectations.

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Serious incident notifications will include the steps to be taken in following up incidents to minimise the potential of reoccurrence.

The Forbes Preschool abides by the NDIS Rules 2018 (below) specifically injury management and reportable incidents.

To comply with the National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018. To maintain an Incident Management System that covers incidents that consist of acts, omissions, events or circumstances that:

- Occur in connection with the provision of supports or services to a person with a disability; and
- Have, or could have, caused harm to the person with a disability.

### Related Documents

First Aid Policy

First Aid Qualification Register

Emergency and evacuation policy

Incident Report Form

Incident Register

[NDIS Incident Management and reportable incidents](#)

[NDIS Rules 2018](#)