



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

Maldon Neighbourhood Centre Occasional Childcare

Incident Reporting – incidents, injury, trauma and illness policy.

PURPOSE

The purpose of this policy is to ensure that all MNC staff:

- Follow procedures if a child falls ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma.
- Understand their responsibilities and those of parents/guardians and the organisation when a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- Follow practices to reduce the risk of an incident occurring at the service.

PRINCIPLES

MNC is committed to:

- Providing a safe and healthy environment for all children, staff, volunteers and any other persons participating in or visiting the service
- Providing an environment where all children are adequately supervised at all time
- Ensuring every reasonable precaution is taken to protect children from harm and hazard likely to cause injury
- Responding to the needs of an injured, ill or traumatised person at the service
- Preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with exclusion guidelines
- Fulfilling its legal obligations to report in a timely fashion all serious incidents, injuries or trauma to the requisite authorities
- Maintaining a duty of care to all children and users of MNC services.

SCOPE

This policy applies to all MNC staff, volunteers, parents/guardians, children and others attending the programs and activities at MNC Occasional Care Service.

ROLES AND RESPONSIBILITIES

Educators:

- Ensuring implementation and compliance with this policy and procedure
- Undertake the responsibilities as outlines in the policy and procedure

Nominated Supervisor and Childcare Coordinator:

- Ensuring implementation and compliance with this policy and procedure
- Undertake the responsibilities as outlines in the policy and procedure
- Ensuring MNC has an effective system in place for complying with the Child safety Standards and Education and Care Services National Law and Regulations.
- Ensuring MNC has an effective system in place to comply with Victoria's Reportable Conduct Scheme.

Policy Reference Number: POLOCC2016006

Date of endorsement: 2 November 2016

Date last reviewed: 23 February 2021

Date for next review: 23 February 2024



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PROCEDURES

Illness

If a child is ill, the Nominated Supervisor or Childcare Coordinator in consultation with the family, decide whether a child can attend the service.

If the illness is contagious the child cannot attend until they have been cleared by a medical practitioner.

Children will not be accepted at the service if they are displaying symptoms of:

- Any infectious diseases listed in the children's services exclusion table.
- High temp (38 degrees and above)
- Vomiting and/or loose bowel motions
- Rashes – any irritation that cannot be identified
- Red, swollen or discharging eyes.

Parents/guardians must collect their child if the child shows any of the symptoms of the illness or infectious diseases listed above and will be required to keep their child at home until medical clearance is provided.

If a child becomes ill at the service, staff must complete the Incident, Injury, Trauma and Illness Record in full and contact parents immediately. Ensure form is sighted, discussed and signed by the parent/guardian on collection of the child.

Minor Incidents, Injury and Trauma

Educators must:

1. Provide first aid as required.
2. Notify parent/guardian immediately if injury is to head or face.
3. Complete the incident, Injury Trauma and Illness Record in full and ensure form is sighted, discussed and signed by parent on collection of the child.
4. Review the cause of the incident and take appropriate action as required.

Serious Incidents including Injury, Trauma and Illness

Educators must:

1. Administer first aid
2. Implement child's current medical management plan if provided as part of the child's enrolment.
3. Call emergency services if required
4. Notify parents/guardians immediately of any serious medical emergency or incident concerning their child and make arrangements for the child to be collected from the service as soon as possible or inform parents/guardians that emergency services have been called.
5. Complete the Injury, Trauma and Illness Record in full and contact parents immediately. Ensure this form is sighted, discussed and signed by the parent/guardian on collection of the child.
6. Without compromising ratios, (in the absence of the parent) a suitable staff member must accompany the child in the ambulance.
7. Review the cause of the serious incident and take appropriate action as required.

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8. Report to MNC Centre Coordinator as soon as practical.

MNC Centre Coordinator must:

1. Report the Serious Incident as outlined in the Education and Care Services National Law Act 2010 (National Law) and the Education and Care Services National Regulations 2011 (National Regulations).

Serious incidents are classified as:

1. Any incident where a staff member reasonably believes that physical and/or sexual abuse of a child has occurred while the child is being educated and cared for by the service.
2. Any allegation that sexual or physical abuse of a child has occurred or is occurring whilst the child is being educated or cared for by the service
3. Where the emergency services attend the service in response to an emergency
4. Death of a child while that child is being educated and cared for at the service or following an incident while the child was being educated and cared for at the service.
5. Serious injury, illness or trauma whilst the child is being educated and cared for by the service.
6. Required urgent medical attention from a medical practitioner
7. The child attended or should have attended hospital.
8. A child appears to be missing or cannot be accounted for.
9. A child appears to have been removed from the service by someone not authorised to do so.
10. A child is mistakenly locked in or out the service or any part of the service premises.
11. A complaint that alleges the National / Law and/or Regulations have been contravened.