MANAGING AN INCIDENT OR INJURY POLICY

Purpose

The health and safety of all staff, children, families and visitors to Insight Early Learning is of the utmost importance. We aim to reduce the likelihood of incidents and injury through implementing comprehensive risk management and the ongoing professional development of all staff to respond quickly and effectively to any incident or injury. We acknowledge that in early education and care services groups of children play together and are in new surroundings, therefore accidents and injury may occur. Insight Early Learning is committed to effectively managing our physical environment to allow children to experience challenging situations whilst preventing serious injuries. In the event of an incident or injury, all staff will implement the guidelines set out in this policy to adhere to National Law and Regulations and inform the regulatory authority as required. 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. Educators have a duty of care to respond to and manage incidents and injuries that may occur at the Service to ensure the safety and well-being of children, educators and visitors. This policy will guide educators to manage and prevent injury and provide guidance on the required action to be taken in the event of an incident or injury occurring when a child is educated and cared for. Educators, staff, students, visitors and volunteers are required to have knowledge of, and adhere to, this policy and associated procedure.

Scope

This policy applies to children, families, staff, management, students and visitors of the Service.

Legislative Requirements

Education and Care Services National Law and Regulations	
Sec. 165	Offence to inadequately supervise children
Sec. 174(2)(a)	Prescribed information to be notified to Regulatory Authority
Sec. 176(2)(a)	Time to notify certain information to Regulatory Authority
Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 88	Infectious diseases
Reg. 89	First aid kits
Reg. 90	Medical conditions policy
Reg. 93	Administration of medication
Reg. 95	Procedure for administration of medication
Reg. 97	Emergency and evacuation procedures
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 104	Fencing

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Reg. 117	Glass
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedures to be kept available
Reg. 176	Time to notify certain circumstances to regulatory authority
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
Reg. 183	Storage of records and other documents

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children's Health and Safety	
Element 2.1.2	Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.
Standard 2.2	Safety – Each child is protected.
Element 2.2.1	Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Element 2.2.2	Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
Element 2.2.3	Child Protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Implementation

Definitions

- **Incident:** An event that occurs unexpectedly and causes harm, disruption, or damage to property, people, or the environment.
- **Injury:** Any physical harm or damage that occurs to a person as a result of an incident.

Types of incidents and injuries

The types of incidents and injuries that can occur in childcare include but are not limited to slips, trips and falls, cuts and abrasions, burns, bites, dental injury, choking, allergic reactions, and medical emergencies. These incidents and injuries can happen to children, educators, staff, volunteers or contractors. In the event of a workplace incident or injury, investigations will be carried out and records kept in accordance with WHS legislation and guidelines.

Minimising the risk of incidents and injury through risk assessments

Risk assessment involves the identification of potential hazards and the evaluation of the likelihood and severity of harm that may result from exposure to those hazards. The aim of a risk assessment is to implement measures that will prevent incidents and injury from occurring or reduce their likelihood and severity.
To minimise the risk of incidents and injury, we conduct regular risk assessments of the learning environments and practices. This process involves identifying potential hazards, such as unsafe equipment, unsecured chemicals, or uneven flooring, and evaluating the likelihood and severity of harm that may result from exposure to those hazards. Once identified, appropriate measures can be taken to mitigate or eliminate those hazards.

Preventative strategies

- 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 always paramount.
- 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.

Active supervision

At Insight Early Learning, we prioritise the safety and wellbeing of every child in our care by providing active supervision. Our staff members are trained to actively observe and monitor children at all times, which helps to minimise the risk of incidents and injuries. This involves maintaining a continuous presence in the vicinity of children, anticipating and preventing potential hazards, and quickly responding to any emergencies that may arise. Our active supervision approach allows us to create a safe and secure environment where children can learn, explore, and grow with confidence. Refer to the Adequate, Active Supervision Policy for more information.

Physical environment

Insight Early Learning has taken measures to manage risks by developing a risk assessment that allows us to identify potential hazards in our physical environment. We have taken reasonable steps to eliminate or reduce these risks. This includes careful planning of the physical environment and experiences, with a focus on creating safe spaces. We also conduct regular checks of equipment in both indoor and outdoor areas via various checklists to identify any hazards and take appropriate action to ensure the safety of the children.

Missing or unaccounted for child

At all times, reasonable precautions and adequate supervision is provided to ensure children are protected from harm or hazards. However, if a child appears to be missing or unaccounted for, removed from the Service premises that breaches the National Regulations, or is mistakenly locked in or locked out of any part of the Service, a serious incident notification procedure must be followed. Should an incident occur where a child is missing from the Service, educators and the nominated supervisor will:

- Attempt to locate the child immediately by conducting a thorough search of the premises (checking any areas that a child could be locked into by accident).
- Support a lockdown.
- Cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out by another person.
- If the child is not located within a 10-minute period, emergency services will be contacted, and the approved provider will notify the parent/s or guardian.

First aid

In the event of an accident or injury occurring, our qualified educators who hold a valid First Aid Certificate, that has undertaken current approved anaphylaxis management training and who has undertaken current approved emergency asthma management training, will immediately attend to the person. Our Administration of First Aid Policy and procedure provides clear guidelines that all staff must follow in such situations.

To ensure that we are always prepared to respond to emergencies, we have first aid qualified educators present at all times on the roster and at the Service. We regularly check and maintain our first aid kits to ensure that they are suitably equipped for any situation, and we conduct monthly checks using a First Aid Kit Checklist.

We make sure that our first aid kits are easily accessible whenever children are present at the Service, as well as during excursions. Furthermore, we ensure that all our staff members receive current and updated training in first aid,

emergency anaphylaxis management, and asthma management as required.

Medical attention

If the injury requires medical attention beyond basic first aid, the Nominated Supervisor or Responsible Person in charge will contact emergency services and the child's parents/guardians. In the event of any child requiring ambulance transportation and medical intervention, a serious incident will be reported to the regulatory authority (Reg. 12) by the approved provider.

Head injuries

It is common for children to bump their heads during everyday play, however it is difficult to determine whether the injury is serious or not. It is crucial to monitor them for signs and symptoms of concussion. For every head injury, make sure the child's first aid has been provided, the parents have been contacted, and the Director or responsible person in the centre has been notified.
All head injuries will be documented in the Incident, Injury, Trauma and Illness Record and monitored using the Head Injury Monitoring Form.

Notification to parents and recording an incident or injury

In the event of an incident or injury, parents or guardians will be promptly notified, no later than 24 hours after the occurrence. Educators are required to complete documentation for any incident or injury that happens while a child is under the care of the Service. This information is recorded using the incident form on Playground.
Upon collecting their child, parents or authorised nominees must review the details of the record, sign, and date it to acknowledge receipt. All Incident, Injury, Trauma, and Illness Records will be securely kept until the child reaches 25 years of age.
In compliance with confidentiality and privacy laws, only the name of the injured child will be recorded on the Incident, Injury, Trauma, and Illness Record. If other children are involved, their names will not be listed. Separate records will be completed for each child who is injured or affected during the incident.

Notification of a serious incident

Nominated supervisors will follow Insight Early Learning's Reportable Incident Procedure to support the notification of a serious incident.
Regulations require the Approved Provider or Nominated Supervisor to notify Regulatory Authorities within 24 hours of any serious incident at the Service through the NQA IT System. The nominated supervisor is required to submit the notification to the regulatory authority within the 24-hour timeframe, and notify the area manager within 4 hours of the serious incident occurring. A serious incident should be documented as an incident and injury illness record on Playground and within 24 hours of the incident, with any evidence attached.

Breach of Policy

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment and may face disciplinary action.

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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