

# the Y Ballarat – Incident, Injury, Trauma and Illness Policy

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Policy Number	Date Approved	Date Last Amended	Status
CP014	01/07/2020		FINAL

## 1. PURPOSE

This policy is to ensure the health and safety of children, educators and visitors in attendance at any YMCA service. The policy outlines the key requirements of safe and effective administration of first aid in case of incident, injury, illness or trauma and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care

## 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

## 3. POLICY

Educators are diligent in accident prevention through consistent, effective supervision and through the mindful setting of the play spaces and equipment.

In compliance with the Education and Care Services National Regulations and YMCA Policy, all Education and Care Services First Aid Kits must be available.

When determining if an incident, injury or event is minor, major or critical it is not only important to consider the actual consequence or impact, but also the potential impact of an event.

Externally Notifiable or Reportable Incidents:

Where an event meets the requirements of a "notifiable incident" or reportable event, notification must be made within the timeframe of State Regulator or Authority requirements, following internal reporting of the event. Notification's to Worksafe, Department of Education and Training, or similar are to be made.

## BACKGROUND

People responsible for managing early childhood services and caring for children have a duty of care towards those children. All service staff have a responsibility and a duty of care to act to prevent accidents and emergencies at the service.

An approved service must have policies and procedures in place in the event that a child is injured, becomes ill or suffers trauma. These procedures should be followed and must include the requirement that a parent/guardian be notified in the event of an incident,

injury, illness or trauma relating to their child as soon as possible and within 24 hours of the occurrence.

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 (Regulation 183(2)).

Under the national legislation, each service must ensure that an entry is recorded 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 or trauma to which a child has been subjected
- an illness that becomes apparent.
- Details that must be 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
  - 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.

Medical emergencies may include serious health issues such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. Such emergencies generally involve only one child, however they can affect everyone in the children's service. In some cases it will be appropriate to refer to specific policies for guidance, such as the Dealing with Medical Conditions Policy, Asthma Policy and Anaphylaxis Policy.

#### 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services	The Children's Services Manager is responsible for the

Manager	<p>development, monitoring and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>Facilitate annual procedure training to Children's Services educators on the appropriate implementation and use of policy.</p>
Children's Services Team	<p>The Y Ballarat nominated supervisors and/or service management will oversee the implementation and service adherence to this policy (ie procedure compliance).</p> <p>Nominated supervisor and/or person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All educators will be provided with this policy annually and are responsible for the daily implementation of the procedure when directly supervising children.</p>
Managers and Directors	<p>Responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent noncompliance with this policy.</p> <p>Responsible for implementing the processes outlined in this procedure, in accordance with this policy, as required.</p> <p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy</p>
All employees, volunteers & students.	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy</p>

## 5. DEFINITIONS

Term	Definition
AV How to Call Card	A card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from <a href="http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html">http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html</a> .
Emergency services	Includes ambulance, fire brigade, police and state emergency services.
First aid	The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to

	<p>preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: <a href="http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications">www.acecqa.gov.au/qualifications/approved-first-aid-qualifications</a></p>
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.
Incident	Any unplanned event resulting in or having potential for injury, ill health, damage or other loss
Injury	Any physical damage to the body caused by violence or an incident.
Medication	Any substance, as defined in the Therapeutic Goods Act 1989 (Cth), that is administered for the treatment of an illness or medical condition.
Medical management plan	A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan.
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.
Medical emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
Minor incident	An incident that results in an injury that is small and does not require medical attention
Notifiable incident	An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
Serious incident	An incident resulting in the death of a child, or an injury, trauma or illness for which a reasonable person would consider required urgent medical attention from registered medical practitioner or emergency services or for which the child attended or ought reasonably to have attended a hospital. E.g. whooping cough, broken limb, anaphylaxis reaction. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness

	Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.
Trauma	An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

### Related Legislation -

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010: Section 174(2)*
- *Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic), as amended 2007*
- *Occupational Health and Safety Regulations 2007*
- *WorkSafe Victoria Compliance Code: First aid in the workplace (2008)*
- *Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
- *National Quality Standard, Quality Area 3: Physical Environment*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*

## 7. SUPPORTING DOCUMENTS

- National Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- My Time, Our Place: Framework for School Age Care in Australia YMCA ‘s of Australia Policy Library
- ACECQA serious incident reporting portal
- Safeguarding Children and young people policy
- Staying healthy in Childcare (5th Edition)
- Child Safe Standards

## 8. Approval and Review

**Approved By:** Executive Management Group  
**Meeting Name:** Executive Management Meeting  
**Meeting Date:** 1st July 2020  
**Effective Date:** 4<sup>th</sup> July 2020

**Review Date:** July 2021  
**Procedure Owner:** Alicia Pratt OSHC Manager  
Carina O'Neil Early Years Manager

**Amendments**

Version	Date	Author	Change Description
V1	July 2020	Alicia Pratt	Minor Amendments