Early Years Procedure – Incident, Injury, Trauma and Illness

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| Date of Approval |  | | | |
| Unit Manager Signature |  | | **Date** |  |
| Director Signature |  | | **Date** |  |
| Responsible Officer and Unit | Samantha Waymouth, Coordinator Early Years Services | | | |
| Nominated Review Period | Annually | Every 4 years | Other *(please specify)* | |
| Last Endorsement Date |  | | | |
| Next Endorsement Date |  | | | |

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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Procedure

Ensuring that the following contact numbers are displayed in close proximity of each telephone:

* 000
* Department of Education Loddon Campaspe office
* Approved provider/Coordinator Early Years
* Asthma Australia: toll free 1800 278 462
* Victorian Poisons Information Centre: 13 11 26

When there is a medical emergency, all Early Years Educators will:

* call an ambulance, where necessary
* administer first aid, and provide care and comfort to the child prior to the parents/guardians or ambulance arriving
* implement the child’s current medical management plan, where appropriate
* notify parents/guardians as soon as is practicable of any serious medical emergency, incident or injury concerning the child, and request the parents/guardians make arrangements for the child to be collected from the service and/or inform the parents/guardians that an ambulance has been called
* notify other person/s as authorised on the child’s enrolment form, if the parents/guardians are not contactable
* ensure ongoing supervision of all children in attendance at the service
* accompany the child in the ambulance if the parents/guardians are not present, provided that staff-to-child ratios can be maintained at the service
* notify the approved provider of the medical emergency, incident or injury as soon as is practicable
* Early Childhood Teacher (ECT) will complete an Incident, Injury, Trauma and Illness record at the service. The ECT or Approved Provider will complete and submit an incident report to the Department of Education within 24 hours.
* The Early Childhood Teacher will log the incident on Lucidity and the he approved provider will work with the OH&S/Risk team following the serious incident.

When a child develops symptoms of illness while at the service, all staff will:

* observe the symptoms of the child’s illness, systematically recording and sharing this information with families (and medical professionals where required)
* ensure that the nominated supervisor, or person in day-to-day charge of the service, contacts the parents/guardians or authorised emergency contact for the child
* request that the child is collected from the service if the child is not well enough to participate in the program
* ensure that they separate the child from the group and have a staff member remain with the child until the child recovers, a parent/guardian arrives or another responsible person takes charge
* call an ambulance if a child appears very unwell and needs urgent medical attention (refer to definition of medical emergency)
* ensure that the child is returned to the care of the parent/guardian or authorised emergency contact person as soon as is practicable
* ensure that, where medication, medical or dental treatment is obtained, the parents/guardians are notified as soon as is practicable and within 24 hours, and are provided with details of the illness and subsequent treatment administered to the child
* ensure that the approved provider is notified of the incident
* ensure that the Incident, Injury, Trauma and Illness Record is completed as soon as is practicable and within 24 hours of the occurrence.

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, 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.