

East Adelaide School Out of School Hours Care Incident, Injury, Trauma and Illness Policy.

1. Background:

In accordance with Education and Care Services National Regulations, the Approved Provider must ensure that incident; injury, trauma and illness occurrences are addressed, reported and recorded appropriately.

Definition of serious incidents:

The service recognises the following as serious incidents:

- The death of a child while either at the service or as a result of an incident that occurred at the service.
- Any incident involving injury, physical or emotional trauma to a child, or illness of a child that results or has resulted in the child seeing a medical practitioner or attending hospital.
- Any incident where the attendance of emergency services was, or should have been, sought.

DECD lists severe or serious injuries as:

- head injuries
- eye injuries
- back injuries
- loss of limbs or appendages
- bone fractures
- deep wounds requiring sutures
- muscular injuries (more serious ones)
- burns
- ear injuries
- Other injuries where complications have set in after the initial injury was sustained.
- Death of a child
- Allergic reactions / health issues

The service also recognises a serious incident when a child is missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations or is mistakenly locked in or locked out of the service or any other part of the premises.

2. Policy Statement on Incident, Injury, Trauma and Illness Policy:

The East Adelaide OSHC service management of risks of incident, injury, trauma and illness will be a priority. The Approved Provider, in conjunction with the Director, Educators and staff will ensure that all procedures of the service are compliant with Regulations and the Law.

3. Relationship:

Regulations	National Quality Standard	Other policies/service documentation	Other legislation/Guidelines
168	2.1		
		Medical Conditions Policy Infectious Diseases and Infestations Policy Emergency and Evacuation Policy Child-safe Environment Policy Risk Assessment Policy Excursions Policy Water Safety Policy	Health Support Planning in Education and Children's Services (condition-specific guidelines available at www.chess.sa.edu (go to A-Z Index)

4.1 Notice of Serious Incidents:

For the purposes of section 174 (4) of the Law, the notice to the Regulatory Authority under section 174 (2) (a) of the Law, notice must be provided by the service.

- Within 24 hours or when the person becomes aware of the death of a child
- Within 24 hours or when the person becomes aware of any other serious incident.

The service must also ensure the family of a child involved in a serious incident is notified as soon as possible.

Other reporting

DECD have an online incident reporting system that must be used to record serious incidents. Incidents and notifications must be reported on IRMS and the Department of Education site. An IRMS report can only be created in the school office.

In addition, the Department of Education, Employment and Workplace Relations requires notification of serious incidents if the service receives funding through the Community Support Programs (i.e. set-up assistance or a sustainability grant).

4.2 Incident, injury, trauma, and illness records:

In accordance with regulations, the service must keep a written record of any incident, injury, trauma or illness a child suffers while in care, or as a result of being in care. This record must include:

- The name and age of the child.
- The circumstances leading up to the incident or the child becoming ill.
- Any products or structures involved or circumstances surrounding the illness.
- The time and date the incident occurred or illness began.
- Actions taken by staff to care for the child.
- Any medication that was given.
- Any medical personnel who were contacted.
- Details of anyone who witnessed the incident.
- The name, time and date of the person/persons who were notified about the incident or illness by the service.
- The name and signature of the person filling out the form and the date and time it was signed.

Head knocks require a parent/guardian to be called and notified of the incident immediately after treating the child.

COVID: If a child exhibits cold symptoms they should remain at home until the symptoms are gone, the child's COVID test comes back 'negative' or the child is back to full health.

6. Resources/References

1. DECD Injury/Incident Reporting and Investigation Procedure IRMS Update April 2010 at www.decd.sa.gov.au/docs/documents/1/InjuryIncidentInvestigati.pdf
2. DECD Accidents to Children, Students or Visitors May 2011 at www.decd.sa.gov.au/docs/documents/1/InjuryIncidentInvestigati.pdf
3. Catholic Archdiocese of Adelaide's online Catholic Safety, Health and Welfare SA Incident Reporting Software Trainer at www.adelaide.catholic.org.au/sites/CatholicHealthSafetyandWelfareSA/media/files/3501.pdf
4. DECD Bush Fire Risk Management Strategy at www.decd.sa.gov.au/docs/documents/1/MossBushfireRiskManagemen.pdf
5. Sample injury, illness and trauma record at the back of the Guide to the Education and Care Services National Law and the Education and Care National Regulations 2011.
6. COVID related enquiries: Call 1800 253 787 or visit the following website: www.covid-19.sa.gov.au