



### Incident, Injury, Trauma and Illness Policy

Parents must be notified about an incident, injury, trauma or illness involving their child as soon as possible (and no later than 24 hours after incident).

Educators must complete an Incident, Injury, Trauma and Illness Record.

Policy includes:

- procedure to administer first aid, including where child is bitten by a tick
- guidelines on contents, storage and regular reviews of first aid kits

Nominated Supervisor must notify Regulatory Authority within 24 hours about 'Serious Incidents' which include:

- child has a serious injury or illness which needed/should have received urgent medical attention from a doctor or hospital
- a child is missing, mistakenly locked in or out of service, or is collected without authorisation
- emergency services attended because of likely/severe risk to someone's health, safety or wellbeing
- someone complains a 'Serious Incident' has occurred/is occurring, or the National Law/Regulations have been breached
- if any children are being cared for in an emergency
- any incidents causing service to close/partly close.

The Nominated Supervisor will notify the Regulator within 7 days of any:

- circumstances that pose a risk to the health, safety and wellbeing of a child
- incident, complaint or allegation that a child is or has been physically or sexually abused at service

The Nominated Supervisor will notify the Work Health and Safety Regulator about any 'notifiable incident' as soon as possible.

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature

### Week 12, 29 April to 3 May 2024 – 6.1.2 Parents views are respected