



Dara School

Out of School Hours Care

Incident, Injury, Trauma and Illness Policy

INCIDENT, INJURY, TRAUMA AND ILLNESS OSHC POLICY

1. BACKGROUND

In early childhood illness and disease spreads easily from one child to another, even when implementing the recommended hygiene and infection control practices. When groups of children play together and are in new surroundings, accidents and illnesses may occur. Dara OSHC Service is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

In accordance with Education and Care Services National Regulations, Dara OSHC Service must ensure that any incident, injury, trauma and illness occurrences are address, reported and recorded appropriately.

2. SCOPE

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

3. POLICY STATEMENT

Educators have a duty of care to respond to and manage illnesses, accidents and trauma that occur at the service to ensure the safety and wellbeing of children, educators and visitors. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases.

4. IMPLEMENTATION

4.1 Record Keeping

In accordance with Regulations, Dara OSHC Service will keep a written record of any incident, injury, trauma or illness a child suffers whilst in care of the service, or as a result of being in care of the service. This record will include:

- The name and date of birth of the child
- The circumstance leading up to the incident or child becoming ill
- The time and date the incident occurred, or illness began
- Action taken and by which staff person, including any first aid and medication given
- Any environmental aspects (eg equipment involved) related to the incident
- Any medical services contacted and time of contact
- Details of any person who witnessed the incident
- 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 report and the time it was signed.

4.2 Identifying signs and symptoms of illness

Educators and staff are not medical professionals and are unable to diagnose an illness or infectious disease. To ensure the symptoms are not infectious and minimise the spread of an infection, medical advice is required to ensure a safe and healthy environment. Families will be contacted to collect their child if they become unwell.

Symptoms indicating illness may include:

- Behaviour that is unusual for the individual child.
- High temperature or fevers.
- Loose bowels.
- Faeces that is grey, pale or contains blood.
- Vomiting.
- Discharge from eyes or ears.
- Skin that displays rashes, blisters, spots, crusty or weeping sores.
- Loss of appetite.
- Dark urine.
- Headaches.
- Stiff muscles or joint pain.
- Continuous scratching of scalp or skin.
- Difficulty in swallowing or complaining of a sore throat.
- Persistent, prolonged or severe coughing.
- Difficulty breathing.

4.3 Colds

Dara OSHC Service has the right to send home children who appear to be unwell due to a cold. Children can become distressed and lethargic when unwell. Discharge coming from the children's nose, or coughing can lead to germs spreading to other children, educators, staff or visitors. Management will assess individual cases prior to sending home.

4.4 Diarrhoea and Vomiting (Gastro)

Gastroenteritis (or 'gastro') is a general term of an illness of the digestive system. Typical symptoms including abdominal cramps, diarrhoea and vomiting. In many cases it does not need treatment and symptoms disappear in a few days. Gastro can cause dehydration because of the large amount of fluid lost through vomiting and diarrhoea. A person suffering from severe gastro may need fluids intravenously. Children and educators with infectious diarrhoea and/or vomiting will be excluded until the symptoms have stopped for at least 48 hours. If there are 2 or more cases of gastro, the director will report the outbreak to the local health department.

5. SERIOUS INJURY, INCIDENT OR TRAUMA

5.1 Definitions of serious incidents

Dara OSHC Service recognises the following as serious incidents:

- The death of a child while either at the service or as a result of an incident/accident that occurred at the service
- Any incident involving injury or physical or emotional trauma to a child, or illness of a child that results or should have 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.

Serious or severe injuries are recognised as:

- Head injuries
- Eye injuries
- Back injuries
- Loss of limbs or appendages
- Bone fractures
- Deep wounds requiring suturing
- Muscular injuries (more serious ones)
- Burns
- Ear injuries
- Other injuries where complications have set in after the initial injuries are sustained.

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 parts of the premises.

6. ROLES AND RESPONSIBILITIES

The Director, management and educators will ensure:

- Parents or Guardians are notified no later than 24 hours of the illness, accident or trauma occurring
- To complete an illness, accident or trauma record accurately and without deferral
- First aid kits are easily accessible and recognised where children are present at the service and during excursions
- First aid, anaphylaxis management training and asthma management training is current and updated
- Adults or children who are ill are excluded for the appropriate period
- Educators and children always practice appropriate hand hygiene

- Appropriate cleaning practices are followed
- No person who feels unwell shall be responsible for the handling, cleaning or preparation of any foods.
- All food preparation and hygiene practices are enforced to prevent the growth and development of bacteria and germs.
- To report any serious incident to the Education Standard Board as stated in the National Regulations and ensure the incident is reported on the Incident Response Management System (IRMS) within 12 hours of the incident.
- Notify parents of any infectious diseases circulating the service.

7. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

Education and Care Services National Regulations

Children (Education and Care) Services National Law

12 – Meaning of serious incident

85 – Incident, injury, trauma and illness policies and procedures

86 – Notification to parents of incident, injury, trauma or illness

87- Incident, injury, trauma and illness records

88 – Infectious diseases

89 – First aid kits

97 – Emergency and evacuation procedures

161 – Authorisations to be kept in enrolment record

162 – Health information to be kept in enrolment record

168 – Education and care service must have policies and procedures

174 – prescribed information to be notified to Regulatory Authority

176 – Time to notify certain information to Regulatory Authority

8. REFERENCES

- Department for Education, South Australia website – Reporting Critical incidents, injuries and complaints www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/reporting-critical-incidents-injuries-and-complaints-process-approved-oshc-providers
- Department for Education, South Australia website – Notifiable incident report form [Notifiable incident report form \(education.sa.gov.au\)](http://education.sa.gov.au)

Governing Council Approval: March 2022	Review Date: March 2027
<i>Director Signature</i>	<i>Chairperson Signature</i>