

ECECP Procedure 6.3

Incident, Injury, Trauma and Illness

Controlled Document

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Reviewed by:	Project Officer – Early Childhood Education & Care				

Policy attached to this procedure	Incident, Injury, Trauma and Illness Policy
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Educators have a duty of care to manage incidents, illness, trauma and injury that occur at Early Childhood and School Aged Education and Care Services to ensure the safety and wellbeing of children, educators and visitors. The health and safety of all educators, staff, children, families and visitors to our Services are of the utmost importance. We aim to reduce the likelihood of incidents, injuries, illness and trauma through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all educators to respond quickly and effectively to any incident or accident.

Our Services implement procedures as stated in the [Staying healthy: Preventing infectious diseases in early childhood education and care services](#) (6th Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operations.

Working in conjunction with the *Incident, Injury, Trauma and Illness Policy*, this procedure provides detailed steps for educators to follow when responding to an incident, illness, trauma or injury that occurs to a child who is being educated and cared for at the Service.

Education and Care Services National Law or Regulations (S. 165, 174. R.12, 77, 85, 86, 87, 88, 89, 90, 93, 95, 97, 103, 104, 161, 162, 168, 170, 171. 176, 177 and 183) NQS QA 2: Element 2.1.2, 2.2.1 and 2.2.2 Health practices and procedures

IN CASE OF EMERGENCY DIAL 000

INCIDENT, INJURY, TRAUMA AND ILLNESS

1	The approved provider, nominated supervisor and educators will review and update the <i>Incident, Injury, Trauma & Illness Policy</i> in consultation with children, families, staff, educators and management	
2	During orientation and enrolment, the nominated supervisor will inform families about the Service's procedures and policies for responding to incidents, injuries, trauma or illnesses	
3	The nominated supervisor will ensure an <i>Incident, Injury, Trauma and Illness Record</i> is completed following any incident, injury, trauma or illness, including a serious incident, that occurs to a child, visitor or educator, within 24 hours	
4	Parents/Guardians will sign an acknowledgement of the details recorded in the <i>Incident, Injury, Trauma and Illness Record</i> within 24 hours	
5	In the event of any child requiring ambulance transportation and medical intervention, a serious incident will be reported to the regulatory authority (Reg. 12) by the approved provider within 24 hours	
6	The nominated supervisor will ensure all Incident, Injury, Trauma and Illness Records are stored securely and confidentially for 25 years after the child reaches 18 years of age	
7	The nominated supervisor will ensure a register of incidents and illnesses is kept and maintained to assist in the review of trends or recurring issues	
8	The nominated supervisor will participate in a review following an incident, injury, trauma or illness at the Service, including an assessment of areas of improvement	
9	The nominated supervisor will ensure policies, procedures or risk assessments are updated after a review is conducted in response to an incident at the Service	

MANAGEMENT OF INCIDENTS

Educators will:

1	<p>The first aid responder will ensure the safety of themselves and others and implement first aid following the DRSABCD action plan</p> <ul style="list-style-type: none"> D - Danger R - Response S - Send for Help A - Airway B - Breathing C - CPR D - Defibrillation 	
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2	The first aid responder is to assess if emergency services are required. The first aid responder will send for help for emergency services by calling triple zero 000	
3	In the event of a missing child, the responsible person and educators will follow the steps outlined within the <i>Missing Child Procedure</i> or <i>Missing Child During Regular Transportation Procedure</i>	
4	In the event of an incident that requires emergency evacuation or lockdown of the Service, the responsible person and educators will follow the steps outlined within the <i>Emergency Evacuation Procedure</i> or <i>Lockdown Procedure</i>	
5	In the event of an incident involving a chemical spill or bodily fluids, the responsible person and educators will follow the steps outlined within the <i>Managing Risks of, and Storage of Hazardous Chemical Policy</i> and <i>Procedures</i> or <i>Handling Body Fluids Procedure</i>	
6	The responsible person/educator will complete an <i>Incident, Injury, Trauma and Illness Record</i> following any incident, including a serious incident, that occurs to a child, visitor or an educator within 24 hours	
7	Parents/Guardians will sign an acknowledgement of the details recorded in the <i>Incident, Injury, Trauma and Illness Record</i>	
8	Incidents are recorded on the incident / risk register (Protech) and management will review and assess areas for improvement.	

MANAGEMENT OF INJURIES

1	The first aid responder will ensure the safety of themselves and others and implement first aid following the DRSABCD action plan D - Danger R - Response S - Send for Help A - Airway B - Breathing C - CPR D - Defibrillation	
2	The first aid responder is to assess if emergency services are required. The first aid responder will send for help for emergency services by calling triple zero 000	
3	In the event of a child, visitor, staff member or an educator being injured at the Service, educators will follow the steps outlined within the <i>Administration of First Aid Procedure</i>	
4	The educator will complete an <i>Incident, Injury, Trauma and Illness Record</i> following any incident where a child, visitor or an educator was injured, including any serious incidents, within 24 hours	
5	Parents/Guardians will sign an acknowledgement of the details of the injury as recorded in the <i>Incident, Injury, Trauma and Illness Record</i>	

6	Incidents are recorded on the incident / risk register (Protech) and management will review and assess areas for improvement.	
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MANAGEMENT OF TRAUMA

1	The educator will provide first aid assistance as required, following steps as outlined within the <i>Administration of First Aid Procedure</i>	
2	The educator will comfort and provide reassurance to the child or children affected by the trauma	
3	The educator will contact emergency services as required	
4	The educator will inform the nominated supervisor/responsible person as soon as possible following the traumatic event	
5	The educator will complete an <i>Incident, Injury, Trauma and Illness Record</i> as soon as possible, following the traumatic event	
6	Parents/Guardians will sign an acknowledgement of the details of the trauma as recorded in the <i>Incident, Injury, Trauma and Illness Record</i>	
7	Management of the Service will support educators, children and families and offer counselling services or referrals as required	
8	Management will complete a review of the traumatic event, including an assessment of areas for improvement	

MANAGEMENT OF ILLNESSES

1	respond to the child immediately and implement first aid procedures as per the <i>Administration of First Aid Policy and Procedure</i>	
2	follow the steps outlined in the <i>Illness Management Procedure</i> , including if the child develops a high temperature, has an infectious illness, or appears unwell at the Service	
3	closely monitor and document the child's symptoms on the <i>Incident, Injury, Trauma and Illness Record</i> . Symptoms may become serious or concerning quickly.	
4	move the child to allow them to rest in a supervised area away from other children	
5	contact the parent or emergency contact to collect the child as soon as possible if the child displays any concerning symptoms (e.g. lethargy, fever, poor feeding, new rash, poor urine output, irritation or pain or sensitivity to light)	
6	contact an ambulance immediately if the child displays serious symptoms (e.g. breathing, drowsiness or unresponsiveness, looking pale or blue or feeling cold) or if multiple symptoms develop or if symptoms rapidly get worse	
7	notify the nominated supervisor/responsible person of the unwell child	
8	notify parents/guardians of the illness as soon as possible and request they sign acknowledgement of the details recorded in the <i>Incident, Injury, Trauma and Illness Record</i>	

9	discuss with the parent any exclusion periods required, following Staying Healthy guidelines	
10	notify other families of the illness or outbreak where required	
11	complete an <i>Illness or Infectious Diseases Register</i> for all illnesses and participate in a review of the illnesses following an outbreak, including an assessment of areas for improvement	
12	notify the nominated supervisor/responsible person of an outbreak of illness at the Service	
13	notify the relevant public health unit within 24 hours of an illness that is deemed reportable as per <i>Reporting Infectious Disease Procedure</i>	