

# NSK and NCC OSHC Incident, Injury and Trauma Policy

<b>Purpose:</b>	The purpose of this policy is help provide a safe and healthy environment at Next Steps Kindy and Northside Christian College Outside School Hours Care by appropriately responding to any incident, injury or trauma to a child or employee at the service	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Incident, Injury, Trauma and Illness Policy, NCCC Illness and Injury Policy
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u><i>Education and Care Services National Law Act 2010</i></u></li> <li>• <u><i>Education and Care Services National Regulations 2011</i></u>: Regulations 85, 86, 87, 168(2)(b), 170, 171, 172, 175, 176, 177, 181, 183, 184</li> <li>• <u><i>National Quality Standard</i></u>: Quality Area 2 – Standard 2.1.4</li> <li>• <u><i>Staying Healthy</i></u> (5<sup>th</sup> ed.)</li> <li>• <u><i>Work Health and Safety Act 2011</i></u> (Qld)</li> <li>• <u><i>Work Health and Safety Regulations 2011</i></u> (Qld)</li> <li>• <u>Australian Privacy Principles</u></li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the health and safety of children attending and employees working at the service. The service will appropriately respond to any incident, injury or trauma to a child or employee at the service.

In accordance with the *Education and Care Services National Regulations 2011*, the service will:

- Develop step-by-step procedures on how to manage an incident, injury or trauma that occurs at the service, which aligns with the requirements under the NSK and NCC OSHC Work Health and Safety Policy;
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the service;
- Notify Early Childhood Education and Care, of the Department of Education, Training and Employment (Queensland), within 24 hours of:
  - A serious incident at the service;
  - The death of a child;
  - Any incident that requires the service to close or reduce the number of children attending the service for a period;
  - Any circumstances at the service that poses a significant risk to the health, safety or wellbeing of a child attending the service; and
  - The education and care being provided by the service for extra child/ren due to an emergency.

Using the *Notification of complaints, incidents and additional children in an emergency (NL01)* or the NQA ITS.

- Keep an incident, injury and trauma record in accordance with section 87 of the Regulation and in line with NSK and NCC OSHC Privacy and Records Retention Policies, using one of the following:
  - NSK Incident, Injury and Trauma Record
  - NSK Minor Incident, Injury and Trauma Record
  - NCC Injury Illness First Aid Report
  - NCC Incident Hazard Report
- Reporting notifiable incidents to [Workplace Health and Safety Queensland](#) in accordance with the legislation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the service. Refer to Northside Christian College's Injury, Hazard, Incident Response Flow Chart.

## Definitions

Definitions relevant to this policy include:

**Incident:** any unplanned event resulting in or having potential for injury, ill health, harm or other loss

**Injury:** any physical harm to the body caused by violence or incident

**Serious incident:** in accordance with section 12 of the Regulation, means for the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—

- a) the death of a child—
  - i. while being educated and cared for by an education and care service; or
  - ii. following an incident while being educated and cared for by an education and care service;
- b) any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service—
  - i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or  
*Examples: Whooping cough, broken limb, anaphylaxis reaction.*
  - ii. for which the child attended, or ought reasonably to have attended, a hospital;
- c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought;
- d) any circumstance where a child being educated and cared for by an education and care service—
  - i. appears to be missing or cannot be accounted for; or
  - ii. appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
  - iii. is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

**Trauma:** an emotional wound or shock that often has long-lasting effects or any physical harm to the body caused by violence or an incident

### **Responsibilities**

#### **Next Steps Kindy and Northside Christian College Outside School Hours Care**

NSK and NCC OSHC has the following role and responsibilities:

- Develop appropriate procedures on how to manage an incident, injury or trauma that occurs at the service;
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the service;
- Notify Early Childhood Education and Care within 24 hours as required under the Regulation; and
- Keep an incident, injury and trauma record for any child if an incident, injury or trauma occurs whilst the child is at the service.

### **Employees**

Employees of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC Incident, Injury and Trauma Policy and the NSK and NCC OSHC Procedures; and
- Accept and act upon decisions by NSK and NCC OSHC to respond appropriately if an incident, injury or trauma occurs at the service.

### **Families**

Families of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC Incident, Injury and Trauma Policy and the NSK and NCC OSHC Procedures; and
- Accept and act upon decisions by NSK and NCC OSHC to respond appropriately if an incident, injury or trauma occurs at the service.

### **Implementation**

In practice, NSK and NCC OSHC's commitment to appropriately respond to an incident, injury or trauma at the service means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of appropriately responding to an incident, injury or trauma, including by the development and implementation of this Policy and the related Procedures;
- Training – providing employees with appropriate training in first aid and emergency procedures; and
- Record keeping, monitoring, reporting – keeping appropriate records, monitoring and reporting on incident, injury or trauma within the service in line with this Policy and the service's Privacy and Record Retention Policies.

### **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, NSK and NCC OSHC will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.