

Lady Gowrie Community Kindergartens

INCIDENTS, INJURY & TRAUMA POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	2.1, 2.2, 7.1
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law sections: 165, 167, 174 Regulations: 12, 85, 86, 87, 89, 136, 168, 177, 183
OTHER	Workplace Health and Safety Act 2011 Workplace Health and Safety Regulation 2011

POLICY STATEMENT:

To ensure staff:

- appropriately manage minor and serious incidents, injury and trauma,
- ensure the safety and wellbeing of each child,
- record details of incidents, injury, trauma and treatment provided,
- keep parents/guardians informed,
- make appropriate reports within the program and when required advise the Regulatory Authority, and
- in conjunction with the Executive Committee as Approved Provider, critically reflect on the incidents, injuries and trauma which occur at the Service or when applicable in the broader early childhood education and care sector and implement preventative strategies to reduce the risk of further incidents, injuries or trauma.

RELEVANT FORMS/MATERIAL:

- Lady Gowrie Qld Incident, Injury, Trauma and Illness (IITI) Record
- Notification of Serious Incident (ACECQA)
- Lady Gowrie Community Kindergarten Behaviour Guidance Policy
- Lady Gowrie Community Kindergarten Cleaning and Sanitisation (including pest and weed management) Policy
- Lady Gowrie Community Kindergartens First Aid Administration Policy
- Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy
- Lady Gowrie Community Kindergartens Emergency Procedures and Evacuation Policy
- Lady Gowrie Community Kindergartens Interactions with Children Policy
- Lady Gowrie Community Kindergartens Safety and Supervision Policy
- Lady Gowrie Community Kindergartens Risk Assessment of Possible Emergencies
- DRSABCD First Aid Action Plan Poster
- Kindergarten Enrolment Form

SOURCES:

- Child Australia (2012). Work Health and Safety in Education and Care Services
- Kidsafe NSW (2017). A Risk Management Approach, Fact Sheet
- Be You (www.beyou.edu.au)
- ACECQA (www.cecqa.gov.au)
- ACECQA and Queensland Government, Department of Education Early Childhood Education and Care, Incident, Injury, Trauma and Illness policy guidelines
- ACECQA (2023) NQS Information Sheet: Quality Area 2 Managing and Responding to Injury, Trauma and Illness Incidents
- Queensland Government, Children's Health Queensland Hospital and Health Service – Birdie's Tree Growing Together Through Natural Disasters (www.childrens.health.qld.gov.au/natural-disaster-recovery)
- Education and Care Services National Law (Queensland) Act
- Education and Care Services National Regulations (Accessed 2023)
- Child Safe Organisations Act 2024
- Queensland Statement of Shared Commitment. Every interaction counts. 2025

REVIEWED: December 2025

(Child safeguarding review undertaken November 2025)

DATE TO BE REVIEWED: June 2027

IMPLEMENTATION	
REMINDER	It is a regulatory requirement that parent/guardians are required to provide written authority (included in the Enrolment Form) for the staff of the Service to provide appropriate medical attention for their child if required. The Service reviews and assesses strategies to support the response to medical emergencies as part of the overall Risk Assessment of Possible Emergencies. Ensuring the safety and wellbeing of children and staff is paramount to the Kindergarten Service, therefore it is a requirement that all permanent teachers/educators hold current approved first aid qualifications which includes training in anaphylaxis management and emergency asthma management. When booking training, teacher/educators are to ensure that the training provides competency in the units for first aid, anaphylaxis management training and emergency asthma management training as outlined on the ACECQA website. In supporting best practice and currency of knowledge, it is recommended that where possible training in emergency asthma management and anaphylaxis management is renewed annually. Undertaking this renewal more frequently than the legislative requirement of every three years, supports staff to review their practice and ask the trainer questions in relation to recent incidents or considerations with the current group of children the staff member is working with.
TRAUMA WHAT YOU SHOULD KNOW	What is Trauma? Be You (Fact Sheet – Trauma) shares the following information: <i>Childhood trauma is the result of an event, or series of events, that cause a child or young person to feel overwhelmed and pushed beyond their ability to cope.</i> <i>All children and young people experience events that affect them both emotionally and physically, but which don't necessarily lead to trauma. Reactions to these events are usually brief and individuals recover without further difficulties.</i> <i>At other times, ordinary events that may not appear overwhelming from an adult's perspective can be very frightening for a child or young person. These can include separations, falls, accidents or invasive medical procedures. Some are overwhelming to almost any child or young person – for example, exposure to violence, physical and sexual abuse, or being forced to leave their home or country.</i> <i>Some events can have an impact on children and young people, not only from direct exposure, but also by seeing and hearing about them in the media, via the internet or from adults around them.</i> <i>Sometimes the effects of trauma are immediate and more obvious but on other occasions, the impact may take some time to appear.</i>
MINOR INCIDENT/INJURY/TRAUMA	

WHAT YOU SHOULD DO	WHEN A MINOR INCIDENT/INJURY/TRAUMA OCCURS AT THE SERVICE, STAFF WHO ARE QUALIFIED IN FIRST AID WILL: • Assess the incident/injury/trauma and stay with the child while applying first aid. • The teacher/educator not administering first aid will look after the rest of the group and: ○ if necessary, reassure the children that their peer is being supported by staff, ○ check that no-one has come into contact with the injured child's blood or body fluid, and ○ clean up any spill of body fluids using disposable gloves, warm soapy water and suitable cleaning agents as per Cleaning and Sanitisation (including pest and weed management) Policy. • Inform the Nominated Supervisor/Responsible Person. • The Responsible Person will advise if the parent/guardian is to be contacted to advise of the incident, injury or trauma prior to their arrival at the Service. <u>A phone call must be made to the parents for any head injuries or injuries as the result of an interaction with another child.</u> • Write full details about the incident and the treatment given on an Incident, Injury, Trauma and Illness (IITI) Record. On parent/guardian arrival at the Service this IITI Record must be read and signed by the parent/guardian of the affected child. • Where an incident, injury or trauma is between two children, as per the Lady Gowrie Behaviour Guidance Policy, an IITI Record is written for each child without identifying the other child on the relevant record. • The IITI Record will be signed by the Nominated Supervisor and Approved Provider (Executive Committee Member). A copy must be kept in the child's file on the Service premises. • If the injury requires urgent medical attention a Notification of Serious Incident is to be completed by the Nominated Supervisor and the Regulatory Authority notified via lodgment on the NQAIT System. A copy of the IITI Record and Notification of Serious Incident is to be forwarded to Lady Gowrie Qld as the Service's CGB.
SERIOUS INCIDENT/INJURY/TRAUMA	
WHAT YOU SHOULD DO	WHEN A SERIOUS INCIDENT/INJURY/TRAUMA OCCURS A STAFF MEMBER WILL: • Follow the first aid action plan of DRSABCD: • D Danger • R Response • S Send for Help • A Airway • B Breathing • C CPR • D Defibrillation (where device is available)

- Advise the Responsible Person and commence the administration of first aid as per training.
- For any incident where a child is or has not been responsive including when a child has stopped breathing for any period of time, a child's breathing has been compromised in any way or a child has had a loss of consciousness for any period of time, an ambulance is to be called immediately by phoning 000.
- Immediately contact the parent/guardian or if not available contact the emergency contact for the child.
- Reassure the child and other children in the group, where suitable gather children of the group to another area with staff while other staff continue to support the child involved in the incident, injury or trauma.
- The Responsible Person will contact the President or Executive Committee Member to advise of the incident and action that has been taken.
- Depending on the nature of the incident the Responsible Person will discuss with the parent/guardian whether they will visit a medical practitioner, or an ambulance will be called. A parent/guardian is able to request for an ambulance to be called for any serious injury.
- If more than one staff member is required to ensure the child's safety and wellbeing, then an ambulance must be called.
- For a suspected broken bone, if the parent/guardian/emergency contact shares with staff that it will take them 30 minutes or more before they can attend the Service or the child's condition indicates at any point in time that support from medical staff by calling an ambulance is needed, then an ambulance must be called.
- When a parent/guardian is in attendance at the Service or attends the Service following a call from staff advising of a serious incident and/or when a break to any bone is suspected for the child, staff must offer to call an ambulance to attend the Service.
- When an ambulance is called the Responsible Person will immediately advise the Approved Provider / an Executive Committee Member and the parent/guardian of the child.

IF A CHILD OR WORKER IS AFFECTED BY ANY CHEMICAL IMMEDIATELY CONTACT:

POISONS INFORMATION SERVICE PH: 13 11 26

- Staff are to follow the direction given by the poisons information service which may include calling an ambulance to attend if necessary.
- Write full details about the incident and the treatment given on an IITI Record. On parent/guardian arrival at the Service this IITI Record must be read and signed by the parent/guardian of the affected child. A copy of the IITI Record may need to be taken with the child, to support further medical treatment and understanding of the incident and first aid treatment provided.

	• The IITI Record will be signed by the Nominated Supervisor and Approved Provider (Executive Committee Member). A copy must be kept in the child's file on the Service premises. • If the injury requires urgent medical attention a Notification of Serious Incident is to be completed and the Regulatory Authority notified via lodgment on the NQAIT System. A copy of the IITI Record and Notification of Serious Incident is to be forwarded to Lady Gowrie Qld as the Service's CGB.
AMBULANCE OR EMERGENCY SERVICE ATTENDS	
WHAT YOU SHOULD DO	• Provide the child's Enrolment Form and if relevant, copies of any Medication Permission Forms, Action Plans or Incident, IITI Record if relevant for the ambulance officer. • The Service Manager or primary carer are to accompany the child in an ambulance with the enrolment details. • If the Service Manager/primary carer is unable to travel with the child to the hospital due to staffing requirements being met at the Service, including a Responsible Person being in place at the Service, documentation is to be handed to the emergency personal and the Approved Provider/ an Executive Committee Member informed that the child is going to travel without staff. • Please note that in instances of children being transported to hospital and inability to contact parent/guardian/emergency contact, the Approved Provider/President (if not contactable then the CGB) is to be notified immediately. • Ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with. • Complete a full report of the accident detailing the incident and the action taken on an IITI Record and provide a copy for the parent/guardian if required. • The IITI Record will be signed by the Responsible Person and Service process undertaken for the Record to be read by the Nominated Supervisor and the original forwarded to the Approved Provider. A photocopy will be kept in the child's file. • Where an ambulance is called, or the family seeks or reasonably ought to have sought urgent medical attention; A Notification of Serious Incident is required to be completed and forwarded to the Approved Provider to be sent to the Regulatory Authority. The Regulatory Authority must be notified by phone call within 24 hours. Lodgement of the Notification takes place through the online NQAIT System. • The Approved Provider/President/Nominated Supervisor will notify the Service's Insurers and if requested also provide them with a copy of the IITI Record. • If the child dies or is admitted to hospital the Approved Provider/President/Nominated Supervisor will notify the Regulatory Authority in accordance with the National Law Act. • It is expected that any cost incurred in ensuring prompt medical attention for a child will be made by the parents/guardians.

INDIVIDUAL CHILD DIAGNOSED MEDICAL CONDITION	Where a child has a diagnosed medical condition and a Medical Management Plan/Action Plan in place staff will follow the Medical Management Plan/Action Plan including following DRSABCD. Staff will complete an IITI Record and advise the parent/guardian as per steps for a minor or serious incident outlined above. An Ambulance will be called to support the individual child • in accordance with their Medical Management Plan, • when the staff member or Responsible Person assesses DRSABCD and an ambulance is required to support the wellbeing of the child, • should more than two staff be required to support the child in managing the incident directly related to their diagnosed medical condition, and • when the parent/guardian directs that an ambulance is to be called.
WHAT YOU SHOULD DO	STAFF INJURIES, ILLNESS or TRAUMA Accidents which result in death, serious injury or illness to employees must be reported to the Department of Workplace Health and Safety under the Work Health and Safety Act 2011. When staff are injured in the workplace, the Responsible Person and the Approved Provider are to be notified immediately and appropriate forms are to be completed as soon as possible, this includes an IITI Record. Staff are to administer first aid if required (this can be self-administered or by another staff member reflective of the situation). If necessary to support safety and supervision while the staff member receives first aid, children can be gathered to one area. An experience such as construction resources or reading stories with a staff member/parent/visitor can be provided in a space visible to staff, should relief staff need to be arranged for the injured staff member. The Approved Provider/Executive Committee and Lady Gowrie Qld as CGB can support the Service is sourcing relief staff and staffing arrangements for the remainder of the program day. For serious incidents the second staff member will follow DRSABCD and for either a serious incident or a minor incident where a staff member, is injured in such a way that they are unable to walk, an ambulance must be called to attend the Service. The individual staff member completes WorkCover forms when relevant with the medical service provider and are responsible for lodgement with WorkCover.
WHAT YOU SHOULD DO	FIRST AID MANAGEMENT: • All permanent staff members will have a current first aid and cardiopulmonary resuscitation (CPR) qualification. This qualification will include training in anaphylaxis management and emergency asthma management. • One fully equipped First Aid Kit will be kept in each room and outdoors (where indoor kit is not easily accessible from outside, another kit is required). The kit will be stored out of reach of children but easily accessible by staff.

	• A list of all staff members holding a current first aid qualification should be displayed beside each first aid kit in the Service. • First aid kit stocks will be checked, at least quarterly and following a serious incident or injury, outdated stock discarded and appropriate requisitions made as necessary. A list of requirements should be given to the Nominated Supervisor/s. • The Nominated Supervisor/s will ensure first aid stocks will be current and maintained regularly. • A supply of cold packs will be kept in the freezer for treatment of bruises and sprains. Each first aid kit will also contain an instant ice pack. • Water Ice blocks will be kept in the freezer to help treat mouth injuries/lips etc. • First aid will only be administered by Service staff qualified in first aid in the event of minor accidents or to stabilise a victim until expert assistance arrives. • Emergency telephone numbers will be displayed next to each telephone.
REVIEW OF PROCESS AND SUPPORT WHAT YOU SHOULD DO	• The Service will review the response to the medical emergency and document if any further action or alternative action should be taken during or following, any future medical emergency for any child at the Service. • Staff and Approved Provider/Executive Committee will implement recovery and support processes for children, staff and families as outlined in the Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy if applicable to the medical emergency/incident or trauma.