



Government of South Australia

Department for Education and  
Child Development



## Incident, Injury, Trauma, and Illness Policy

It is a requirement upon employment within the Department of Education and Child Development that all staff have a First Aid qualification. This also applies to students. There must be one person on site at all times with the nationally recognised *Apply First Aid, Anaphylaxis Emergency Management, and Asthma Emergency Management*, qualifications. If other staff do not require the Apply First Aid qualification, they must still at least hold the DECD BELS first aid qualification.

### Education and Care Services National Regulation 2011:

Regulation 168 (2) (b)

Related key regulation: 85,86,87,176

### Links to the National Quality Standards:

National Quality Standard 2.1

### Serious Critical Incident Reporting Procedure:

The following are categorised by extremely severity/seriousness are as follows

- Death of child/young person from any cause
- Serious physical harm of child/young person from any cause (assault or accident)
- Serious incident involving a child/young person under the Guardianship of the Minister
- Serious allegation of sexual abuse/assault between children and young people occurring at the site or when a duty of care applies, (for example on an excursion)
- Serious threats to safety of site – environmental or human (for example serious lock down circumstances, fire, serious infectious disease, weapons or firearms)
- Allegation of child sex related crime against an employee/ volunteer /service provider
- Serious neglect of duty of care by employee – for example failing to provide medication, child lost on excursion, held in locked room
- Attempted or completed suicide at site
- Criminal charges against an employee/volunteer/service provider
- Incident considered of acute sensitivity

### **Serious Incident Reporting Procedure:**

#### **Site Leaders:**

1. Immediately notifies:
  - Emergency Services
  - Line Manager (Educational Director)
  - Parent or Caregivers.
2. Submits an IRMS critical incident report to school Care within 24 hours.

**Please refer to the attached process flow charts attached to this policy.**

### **Critical Incident Reporting Procedure:**

If a critical incident, injury or illness occurs, qualified staff will evacuate, invacuate, call emergency services, and or administer the appropriate first aid as necessary (please refer to appropriate policies for guidelines and further information). This incident must also be recorded by the Director or another staff member that has access to the IRMS system. The following matters must be reported on IRMS as a matter of urgency (within 24 hours).

-Injury or trauma to, or illness of, a child for which medical attention was sought, or sought reasonably to have been sought

-Attendance of emergency services at the education and care services premises was sought, or ought reasonably to have been sought

-The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service

-A child was missing or not able to be accounted for

-A child was taken or removed from the service in a manner that contravenes the *Regulations*

-A child was mistakenly locked in or out of the premises

-An incident that requires the service to close or reduce the number of children attending

-A circumstance that posed a significant risk to the health, safety or wellbeing of a child.

If you do not have access to IRMS, you must contact your regional office with details within 24 hours.

***IMPORTANT:*** Do not contact the regulatory authority directly regarding the matters listed. All matters that require reporting will be managed from DECD corporate office.

### **Calling Emergency Services (Police, Fire, Ambulance):**

DIAL 000. For critical injuries or illnesses, an ambulance must be called **before** the parents or staff emergency contacts are contacted. This is to ensure the child or staff member is in the best possible position to receive professional medical attention as soon as possible. Parental permission of an ambulance is not required.

This Policy has been developed by the Governing Council

The policy will be reviewed and evaluated regularly by both the staff and Governing Council and modified as required to ensure continued relevance for the Centre. This policy has been developed by the Preschool director in consultation with staff and the Governing Council endorsed by the Governing Council on November 2012

Chairperson .....

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