

Rationale

SDN acknowledges its duty of care to provide a safe and healthy environment for children and aims to reduce and prevent as many incidents and illnesses as possible. The health and safety of children is the responsibility of all staff and SDN acknowledges the importance of managing risk effectively with the aim to provide a safe environment.

Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

This policy applies to any child incident, serious incident, injury, trauma or illness, which occurs whilst the child is in attendance in any SDN service.

Key Terms

Incident

A circumstance that poses a risk to the health safety or wellbeing of a child.

Illness

A disease of sickness affecting body or mind.

Injury

Physical harm caused

Trauma

A body wound or shock caused by physical injury or an experience that produces psychological injury or pain.

Serious incident

Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an SDN Service which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which a child attended, or ought reasonably to have attended a hospital; or if:

- the attendance of emergency services at the service was sought or ought reasonably to have been sought

- the death of a child occurs while being educated or cared for by an SDN service, or following an incident while being educated and cared for by the service
- any child appears to be missing or cannot be accounted for
- any child has been taken or removed from the service without authorisation
- any child is mistakenly locked in or locked out of the service premises or any part of the premises.
- any unauthorised use of a restricted practice.

Policy

SDN will provide a safe environment for all children through ongoing monitoring and Work Health and Safety (WHS) reporting.

SDN will provide relevant training for staff members and have procedures in place to support practices that minimise the risk of harm to children.

SDN will manage any child incident, injury, trauma and illness with professionalism and respect. Procedures will include preventative measures, incident management, investigation, and the follow up required to communicate effectively with emergency services, families, children, staff, and regulatory authorities.

SDN will maintain detailed records of any child incident, injury, trauma and illness in accordance with the requirements of the *Education and Care Services National Regulations* as well as the *NDIS Practice Standards and Quality Indicators* related to confidentiality and storage of records.

SDN will communicate effectively with the relevant Regulatory Authority and notify the Regulatory Authority when a serious incident occurs that involves either an injury or trauma to, or illness of, a child while being educated and cared for by a service (as per the *Child Incident, Injury, Trauma and Illness Procedure*), or a circumstance that poses a significant risk to the health, safety and wellbeing of a child/ren attending the service (in accordance with the *Responding to Concerns of Risk of Harm Procedure*).

In the event of a child falling ill at the Centre SDN reserves the right for the Nominated Supervisor or current Responsible Person in Charge to make the decision that the child will need to be collected from care. Collection of the child from the Centre needs to be done immediately or within a reasonable timeframe in consultation with the Nominated Supervisor / Responsible Person in Charge (refer to Children with Medical Conditions and Illness Policy and Procedure).

Related SDN Documents

Policies

- GI-HLP-1.06: Risk Management
- GI-HLP-1.07: Providing a Child Safe Environment
- GI-HLP-1.08: Critical Incidents
- GI-HLP-1.09: Privacy

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- GI-OP-1.14: Communication with Families
- GI-HLP-1.33: Child Protection
- SD-OP-2.05: Supervision of Children
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.14: Children with Medical Conditions and Illness
- SD-OP-2.17: Water Safety
- SD-OP-2.18: Excursions, Incursions and Regular Outings
- SD-OP-2.19: Death of a Child
- SD-OP-2.24: Interactions with Children
- WHS-HLP-4.01: Work Health and Safety
- WHS-OP-4.03: Infectious Diseases
- WHS-OP-4.06: Emergency Preparedness
- WHS-OP-4.07: Safe Home Visits

Procedures

- GI-PRO-1.07-01: Providing a Child Safe Environment
- GI-PRO-1.33-01: Reporting an Allegation of Possible Reportable Conduct or Reportable Incident
- GI-PRO-1.33-02: Responding to Concerns of Risk of Harm
- SD-PRO-3.02-03: Working with Children and Vulnerable People, NDIS Worker Screening and Police Checks
- SD-PRO-2.06-01: Determining the Responsible Person
- SD-PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.14-01: Children with Medical Conditions and Illness
- SD-PRO-2.14-02: Administration of Medication
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- SD-PRO-2.18-01: Excursions, Incursions and Regular Outings
- SD-PRO-2.19-01: Death of a Child
- WHS-PRO-4.05-01: First Aid
- WHS-PRO-4.06-01: Emergency Preparedness
- WHS-PRO-4.07-01: Safe Home Visits
- WHS-PRO-4.09-01: Dangerous Substances

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Forms/Templates

- SD-FRM-2.15-01-01: Child Incident, Injury, Trauma and Illness Form
- SD-FRM-2.15-01-02: Child Incident Register
- WHS-FRM-4.01-09: Hazard Report Form

Other SDN Document

- SD-ADD-2.15-01-A: Completing the Child Incident Register Work Instructions

Relevant Legislation/Regulations

- Education and Care Services National Law 2010, section 174 and 291
- Education and Care Services National Regulations 2011, regulations 12, 85 to 87, 168(2)(b), 176, 177(1)(b), 178, 181, 183(2)(a) to (c) and 190(d)
 - Schedule 1: National Quality Standard, quality area 2, element 2.1 and standards 2.1.1, 2.1.4, 2.3.2 to 2.3.4, 6.1.3, 7.3.1, 7.3.3 and 7.3.5
- Amendments to the Education and Care Services National Regulations 2013 (12b Meaning of Serious Incident)
- National Disability Insurance Scheme Act 2013
- National Standards for Disability Services
- NDIS Practice Standards and Quality Indicators
- National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018

Other References/Related Documents

- National Health and Medical Research Council - <https://www.nhmrc.gov.au/>
- ACECQA C01: Notification of Complaints
- ACECQA SI01: Notification of Incident
- Staying Healthy Preventing infectious diseases in early childhood education and care services child care (5th Edition)

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