



Incident, Injury, Trauma and Illness Policy

In accordance with Education and Care Services National Regulations, Cobbler Creek Out of School Hours Care and Vacation Care must ensure that incident, injury, trauma and illness occurrences are addressed, reported and recorded appropriately. Any incident, injury, trauma and illness will be treated as a priority. The Approved Provider (Golden Grove Primary School Governing Council), in conjunction with the Director, Assistant Director and Educators will ensure that all procedures of the service are compliant with Regulations and the Law.

Definition of serious incidents

The service recognises the following as serious incidents:

- The death of a child while either at the service or as a result of an incident that occurred at the service.
- Any incident involving injury or physical or emotional trauma to a child, or illness of a child that results or should have resulted in the child seeing a medical practitioner or attending hospital.
- Any incident where the attendance of emergency services was, or should have been, sought.

The service also recognises a serious incident when a child is missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations or is mistakenly locked in or locked out of the service or any other part of the premises.

Notice of serious incidents

For the purposes of section 174 (4) of the Law, the notice to the Regulatory Authority (Education Standards Board) under section 174 (2) (A) of the Law, notice must be provided:

- Within 24 hours or when the person becomes aware of the death of a child
- Within 24 hours or when the person becomes aware of any other serious incident.

The service must also ensure the family of a child involved in a serious incident is notified as soon as practicable.

Reporting incidents in government schools

- OSHC Director notifies principal and school/governing council.
- Principal lodges report on Incident Response Management System (IRMS) within 12 hours.
- The school or governing council is responsible for ensuring that the service completes the incident form available from the National Quality Agenda IT System (NQAITS) public portal. The form is required to be submitted to the Education Standards Board within 24 hours of the incident.

- A copy of the incident form is to be provided to the Department of Skills Education and Employment.
- Further information on reporting critical incidents, injuries and complaints process for approved OSHC providers can be viewed at <https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/reporting-critical-incident-injuries-and-complaints-process-approved-oshc-providers>

Incident, injury, trauma and illness records

In accordance with Regulations, a service must keep a written record of any incident, injury, trauma or illness a child suffers while in care, or as a result of being in care. This record must include:

- The name and age of the child
- The circumstances leading up to the incident or the child becoming ill
- Any products or structures involved or circumstances surrounding the illness
- The time and date the incident occurred, or illness began
- Actions taken by staff to care for the child
- Any medication that was given
- Any medical personnel who were contacted
- Details of anyone who witnessed the incident
- The name, time and date of the person/persons who were notified about the incident or illness by the service
- The name and signature of the person filling out the form and the date and time it was signed.

National Regulations	
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, Injury, trauma and illness record
Regulation 88	Infectious diseases
National Quality Framework	
QA 2.1.2	Health practices and procedures
QA 2.2.2	Incident and emergency management
Early Years Learning Framework	
LOC 1.1	Children feel safe, secure and supported
LOC 3.2	Children take increasing responsibility for their own health and physical wellbeing
My Time, Our Place Framework	
LOC 1.1	Children feel safe, secure and supported
LOC 3.2	Children take increasing responsibility for their own health and physical wellbeing

*Effective from May 2021
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