

# Toolangi PRIMARY SCHOOL

## Outside of School Hours Care Incidents, Injury, Trauma and Illness Policy

Main Rd. Toolangi TEL: 5962 9255

Email: [toolangi.ps@education.vic.gov.au](mailto:toolangi.ps@education.vic.gov.au) Website: <https://www.toolangi.ps@education.vic.gov.au>



<b>Policy Name</b>	Outside of School Hours Care Incidents, Injury, Trauma and Illness Policy	<b>Approved</b>	February 24th 2022
<b>Responsibility</b>	Sally Herbert	<b>Review Date</b>	February 2023

### Aim

Toolangi Primary School Outside of School Hours Care (OSHC) is committed to the ongoing safety of all. This policy outlines the procedures to be followed if a person is ill, involved in a medical emergency or an incident at the service that results in injury or trauma. This policy outlines the practises to be followed to reduce the risk of an incident occurring at the OSHC service.

### POLICY

#### Toolangi Primary School OSHC is committed to:

- Providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service
- Responding to the needs of an injured, ill or traumatised person at the service
- Preventing injuries and trauma
- Preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines
- Maintaining a duty of care to children and users of our services

#### Toolangi Primary School School Council is responsible for:

- Ensuring that staff have access to Medication, Incidents, Injury, Trauma, and Illness forms and WorkSafe Victoria incident report forms
- Ensuring that the service has an Occupational Health and Safety Policy and Procedures that outline the process for effectively identifying, managing, and reviewing risks and hazards that are likely to cause injury, and reporting notifiable incidents to appropriate authorities
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency

#### The Nominated Supervisor is responsible for:

- Ensuring that the orientation and induction of new and relief staff both include an overview of their responsibilities in the event of an incident or medical emergency
- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service
- Ensuring that the children's services premises are kept clean and in good repair

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- Ensuring that completed medication records (i.e. logs of medication administered during attendance) are kept until the end of 3 years after the child's last attendance
  - Ensuring that Incident, Injury, Trauma and Illness Records (i.e. a serious fall resulting in injury) are kept and stored securely until the child who is the subject of the records is 25 years old (as per Regulation 183(2)(a))
  - Reviewing the cause of any incidents, injury, trauma and illness and taking appropriate action to remove the cause if required, for example, removing a nail found protruding from climbing equipment or retraining staff to adhere more closely to the service's Hygiene Policy
  - Notifying the Quality Assessment and Regulation Division (QARD) via the NQA ITS in writing within 24 hours of an incident involving the death of a child, or any incident, illness or trauma that requires treatment by a registered medical practitioner or admission to a hospital.
  - Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma, or illness while at the service
  - Ensuring that the first aid qualification is a National Quality Framework (NQF)-approved qualification delivered by an Australian Skills and Quality Authority (ASQA)-registered training provider who is accredited to deliver it
  - Ensuring that there are an appropriate number of up-to-date, fully equipped first aid kits that are accessible at all times
  - Responding immediately to any incident, injury, or medical emergency
  - Implementing individual children's medical management plans, where relevant
  - Notifying parents/guardians immediately after an incident, injury, trauma, or medical emergency, or as soon as is practicable
  - Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called
  - Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable
  - Recording details of any incidents, injuries, traumas and illnesses in the Incident, Injury, Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence
  - Maintaining all enrolment and other medical records in a confidential manner
  - Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified
  - Assisting the Toolangi Primary School OSHC with regular hazard inspections
  - Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance
  - Ensuring that the following contact numbers are displayed in close proximity of each telephone:
    - 000
    - QARD regional office
    - School Principal / Person with Management or Control
    - Asthma Victoria: (03) 9326 7055 or toll free 1800 645 130

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- Victorian Poisons Information Centre: 13 11 26.

### **Educators are responsible for:**

- Calling an ambulance, where necessary
- Administering first aid, and providing care and comfort to the child prior to the parents/guardians or ambulance arriving
- Implementing the child's current medical management plan, where appropriate
- Notifying parents/guardians as soon as is practicable of any serious medical emergency, incident or injury concerning the child, and request the parents/guardians make arrangements for the child to be collected from the service and/or inform the parents/guardians that an ambulance has been called
- Notifying other person/s as authorised on the child's enrolment form if the parents/guardians are not contactable
- Ensuring ongoing supervision of all children in attendance at the service
- Accompanying the child in the ambulance when the parents/guardians are not present, provided that staff-to-child ratios can be maintained at the service
- Notifying the Person with Management or Control of the medical emergency, incident or injury as soon as is practicable
- Completing and submitting an incident report with relevant signatures to the Responsible Person in Charge or the Educational Leader/Nominated Supervisor.

### **Procedure for when a child develops symptoms of illness while at the service**

OSHC Educators will:

- Ensure that the Nominated Supervisor, or person in day-to-day care of the service, contacts the parents/guardians or authorised emergency contact for the child to outline the signs and symptoms observed
- Request that the child is collected from the service if the child is not well enough to participate in the program
- Ensure that they separate the child from the group and have a staff member remain with the child until the child recovers, a parent/guardian arrives or another responsible person takes charge
- Call an ambulance if a child appears very unwell or has a serious injury that needs urgent medical attention
- Ensure that the child is returned to the care of the parent/guardian or authorised emergency contact person as soon as is practicable
- Ensure that, where medication, medical or dental treatment is obtained, the parents/guardians are notified as soon as is practicable and within 24 hours, and are provided with details of the illness and subsequent treatment administered to the child
- Ensure that their Supervisor is notified of the incident
- Ensure that the Incident, Injury, Trauma and Illness Record is completed as soon as is practicable and within 24 hours of the occurrence.

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### Roles and Responsibilities

Department/Role	Responsibility
Educators and Supervisors	Educators, Supervisors, will oversee the implementation and service adherence to this policy. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Nominated Supervisor / Person with Management or Control	Nominated Supervisor / Person with Management or Control are responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
School Council / Principal	Provide official sign off on the Policy.

### Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Toolangi Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

### Legislation and Standards

- [Education and Care Services National Law Act](#) 2010
- [Education and Care Services National Regulations](#) 2011
- [National Quality Standards](#) (Quality Area 2: Children's Health and Safety, Quality Area 3: Physical Environment, Quality Area 7: Leadership and Service Management)
- [Child Safe Standards](#)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007

### Supporting Documents

- [National Register of VET](#) to search for registered providers to deliver first aid training.

### Staff Acknowledgement

I acknowledge:

- receiving the Toolangi Primary School OSHC Incident, Injury, Illness and Trauma Policy;
- that I will comply with the policy; and

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- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	
Signed:	
Date:	
Toolangi Primary School OSHC sign off:	Date:

### Evaluation

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, and School Council

### Certification

This policy was ratified by the School Council on February 24th 2022

Signed.....  
**PRINCIPAL**

Signed.....  
**SCHOOL COUNCIL PRESIDENT**

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**SCHOOL COUNCIL PRESIDENT**