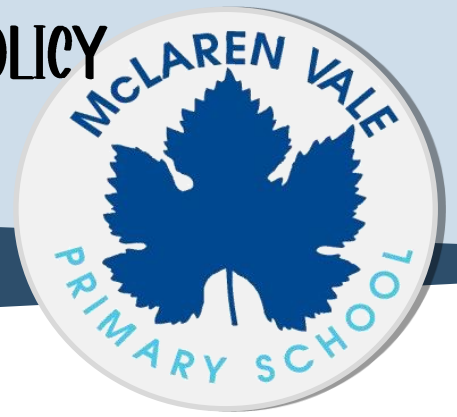


INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY



RATIONALE:

McLaren Vale Primary School will plan for and respond effectively to accidents and medical emergencies. The health and safety of children and staff is the responsibility of all staff. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs on site by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Staff must consider the understanding of all elements of wellbeing and ensure that learning programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

AIMS:

MVPS will:

- Promote the wellbeing of each child
- Establish procedures and practices that minimise the risk of harm to children
- Maintain communication with families to ensure that they are informed of any incidents, injury, trauma and illness to their child(ren) as required
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department for Education as required and kept in storage according to regulatory requirements
- Ensure that this policy is implemented in conjunction with our emergencies and evacuation policy.

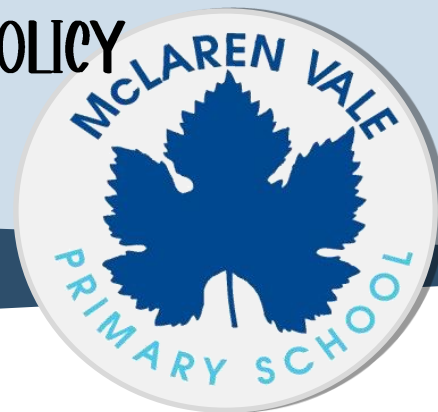
PROCEDURE:

McLaren Vale Primary School will consider the development of children's wellbeing as paramount to the educational philosophy of the site. All staff will be aware of the development of wellbeing, and children's emerging capabilities, and plan the learning program accordingly.

The procedures of MVPS will include the following:

- Follow DfE's safety management & duty of care procedures
- Notify the mandatory authorities through IRMS and Safework SA of any serious incident at MVPS, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised
- Ensure that staff hold current approved first aid qualifications and that children are being educated and cared for
- Ensure that the correct amount of first aid kits are in place, and are suitably equipped, and maintained
- Ensure that all staff are aware of the completion of appropriate records, in the event of any incident, injury, trauma or illness, and that this information is completed no later than 24 hours after the incident occurred online via IRMS
- Make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements
- Complete an annual audit of the injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at MVPS
- Give staff appropriate up to date information, or professional development on the management of incidents
- Ensure appropriate staff have access to the regulations and law, and are aware of their responsibilities under these. Ensure that this occurs as part of staff induction or orientation to MVPS and that position descriptions reflect this responsibility

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

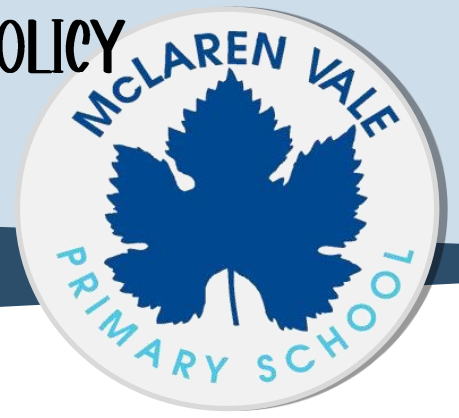


- that children have opportunities to engage in experiences that enhance their sense of wellbeing and allow them to develop a sense of assessing risks themselves as appropriate
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe
- Thoughtfully group children to effectively manage supervision and any potential risk to children's health and wellbeing
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times
- Seek further medical attention if required
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development
- Be aware of individual children's allergies and use this knowledge when attending/responding to any incident, injury or illness
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Staff will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child
- In response to a child registering a high temperature, follow procedures for temperatures (sheet on wall in first aid room) and complete the IRMS record if required
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities
- Check that equipment and furniture on site is well maintained and that any materials that may be hazardous are removed or repaired
- Ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy
- Staff will report the following matters to 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 ought reasonably to have been sought;
 - attendance of emergency services
 - the death of a child at the site
 - or following an incident while being cared for at the site
 - a child was missing or not able to be accounted for
 - a child was mistakenly locked in or out of the premises
 - a child was taken or removed from the service in the manner that contravenes the Regulations
 - any incidents 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.

FAMILIES WILL:

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including illnesses at the school
- Inform the school of their child's particular requirements, and provide any relevant paperwork to the school, such as letters from a medical professional, etc

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY



- Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report, if requested
- Receive access to this policy and notification of its existence
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods
- Be provided access to information on children's development, the service program, and relevant resources (such as Kidsafe, SIDS and Kids, for example) from the service.

EVALUATION:

- Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented
- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Policy reviewed and verified by Governing Council: October 2020