



## 4.15 Death

### Written By

Narelle Myers

### Aim

Educators or the Nominated Supervisor will ensure that immediate and appropriate action is taken in the event of the death of a child whilst at Bermagui Preschool.

### Implementation

In the event of the apparent death of a child, staff will follow this procedure:

- Attempt all first aid and / or CPR pursuant to current guidelines.
- Call an Ambulance immediately on 000.
- The Nominated Supervisor/ Responsible Person will call the parents/guardians of the child and arrange to meet at the Hospital or medical facility.
- Medical staff will advise parents of the death of a child, not the Preschool.
- The Nominated Supervisor/ Responsible Person will notify the following:
  - NSW Police (immediately)
  - Preschools Insurance Company.
  - Bermagui Preschools Board of Directors
  - WorkCover NSW. The death of a person is a “notifiable incident” under the work, health and safety legislation. The approved provider or nominated supervisor must notify WorkCover by telephone or in writing as soon as possible after the death.
  - Department of Education and Communities: Notification of a Serious Incident. The death of a child being educated and cared for at the service, or following an incident while being educated and cared for at the service, is a “serious incident” under the national law.
  - The Approved Provider will notify the regulatory authority as soon as practicable and within 24 hours of the death using the form. The documentation will be kept until the end of 7 years after the death.

The Nominated Supervisor/ Responsible Person must ensure the site where the death occurred is left undisturbed as much as possible until an inspector arrives or as directed by WorkCover.

The Nominated Supervisor/ Educational Leader will communicate with families and offer assistance and support programs as needed.

Support services will be made available to Educators, ensuring that their emotional and mental wellbeing is effectively supported.

### Relevant Legislation

Education and Care Services National Regulations 2011  
National Quality Standards 2010

**Resources & References**

Education and Care Services National Regulations. Regs 12 Meaning of serious incident 85 Incident, injury, trauma and illness policies and procedures 176 Time to notify certain information to Regulatory Authority

National Quality Standard (2009) QA2 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

**Date Adopted:**

January 2017

**Review Date:**

January 2020