

BERMAGUI PRESCHOOL



4.12 Incident, Injury and Trauma

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: April 2026

Review Date: April 2029

Aim

This policy aims to:

- Promote the health, safety and wellbeing of children and staff
- Minimise the risk of harm, injury, trauma and illness
- Ensure timely and appropriate responses to incidents
- Ensure accurate documentation and reporting
- Maintain effective communication with families
- Ensure compliance with legislative and regulatory requirements

Policy Statement

Bermagui Preschool is committed to ensuring that all incidents, injuries, trauma and illness are managed effectively, documented accurately and communicated appropriately. All staff share responsibility for maintaining a safe environment and responding promptly, effectively and in accordance with approved procedures. A serious incident is defined under Regulation 12 and includes (but is not limited to) death, serious injury or trauma, illness requiring urgent medical attention, or incidents where emergency services attend.

Responsibilities

Approved Provider

The Approved Provider will:

- Notify the Regulatory Authority of serious incidents and complaints alleging a risk to the health, safety or wellbeing of a child in accordance with Regulation 176
- Ensure notifications are made within required timeframes (within 24 hours for serious incidents)
- Ensure incident, injury, trauma and illness records are kept in accordance with Regulation 87
- Ensure policies and procedures are in place and followed
- Ensure this policy is readily accessible to educators, staff and families

Nominated Supervisor / Responsible Person

The Nominated Supervisor / Responsible Person will ensure:

- At least one educator with a current approved first aid qualification is present at all times (Reg. 136)
- First aid kits are suitably equipped, accessible and maintained
- Staff understand and follow incident management procedures
- Incident records are:
 - completed as soon as practicable (and within 24 hours)
 - accurate and appropriately signed
- Records are stored securely and accessible to authorised persons
- Families are notified of any incident, injury, trauma or illness as soon as practicable, and no later than 24 hours after the occurrence (Reg. 86)
- Regular reviews of incident records are conducted to identify trends and improve practices
- Staff are provided with relevant training and information

Educators

Educators will:

- Respond immediately and as soon as practicable to any incident, injury, trauma or illness
- Provide first aid within the scope of their training
- Seek medical assistance where required

- Prioritise children's physical and emotional wellbeing
- Supervise children effectively to minimise risk
- Be aware of children's medical conditions, allergies and individual needs
- Monitor children who display signs of illness and respond accordingly
- Communicate with families in line with service procedures
- Complete incident, injury, trauma and illness records accurately and promptly
- Maintain a safe environment and report hazards
- Follow work health and safety practices
- Follow active supervision practices in accordance with the Supervision Policy

Families

Families will:

- Be informed of policies and procedures upon enrolment
- Provide relevant health, medical and emergency contact information
- Be notified of any incident, injury, trauma or illness involving their child
- Have access to incident records relating to their child
- Contribute to policy review processes where appropriate

Procedures Overview

The service will:

- Respond promptly to all incidents, injuries, trauma and illness
- Administer first aid and seek medical assistance where required
- Document all incidents in accordance with Regulation 87
- Notify families and the Regulatory Authority as required
- Review incidents to improve safety practices and minimise future risk
- Analyse incident data to identify trends and inform risk minimisation strategies
- Provide follow-up support to children and educators where required (including emotional wellbeing)
- Use incident and injury data to inform the service's Quality Improvement Plan (QIP)

Record Keeping

Incident, injury, trauma and illness records will include but are not limited to:

- Child's name and age
- Date, time and location of the incident
- Description of the incident and circumstances
- Details of injury/illness and treatment provided
- Names of staff involved
- Witness details (if applicable)
- Signature of the person completing the record and the Nominated Supervisor/Responsible Person

Records are stored securely and are only accessible to authorised persons

Evaluation

The service will regularly review:

- Incident records and trends
- Effectiveness of procedures
- Staff practices and supervision
- Environmental risks

Relevant Documentation

- Incident, Injury, Illness and Trauma Record Form
- First Aid Plans
- Medical Management Plans
- Supervision Policy
- Health and Hygiene Policy

Relevant Legislation & References

This policy complies with:

- Education and Care Services National Regulations
 - Regulation 85 – Incident, injury, trauma and illness policies and procedures
 - Regulation 86 – Notification to parents
 - Regulation 87 – Incident, injury, trauma and illness record
 - Regulation 88 – Infectious diseases
 - Regulation 89 – Notification of serious incidents
 - Regulation 136 – First aid qualifications
 - Regulation 176 – Time to notify certain information to Regulatory Authority
- Education and Care Services National Law (Sections 167, 174)
- National Quality Standard – Quality Area 2 (Children's Health and Safety)
- Belonging, Being and Becoming: The Early Years Learning Framework for Australia
- Work Health and Safety Act 2011 (NSW)

Version History

V1.0 – Initial policy (pre-2021)

V2.0 – Reviewed March 2025

V3.0 – Reviewed April 2026

Updates include:

- Alignment with regulatory requirements for notification and record keeping
- Clarification of roles and responsibilities
- Updated first aid and supervision requirements
- Removal of non-compliant or unclear timeframes
- Improved structure and formatting