

# Family Day Care

## Incident, Injury, Illness and Trauma Policy



**Merri-bek**  
City Council

**Section:** 2 Health and Safety

**Policy ID Number:** 2.6

**Link to National Quality Standard:** 2.1.2, 2.2.2, 3.1.2,

**Link to Education and Care Services National Legislation:** As174 and 174A, r77, r85–87, r103, r177, r183

### 1 Policy Statement

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Family Day care is committed to ensuring the health safety and wellbeing of all children.

If a child has an accident/injury/trauma, or becomes ill, whilst in care, Educators and Coordination Unit Staff will follow the procedures outlined in this policy to support the child, family and meet all legislative requirements.

### 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To provide a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service.

To prevent injuries and trauma.

To respond to the needs of any injured, ill or traumatised children in care.

### 3 Procedures

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- Educators will have a current First Aid certificate prior to commencement as an Educator and maintain these qualifications at all times.
- Resource officers will obtain and maintain a current First Aid certificate.
- Resource Officers will check, and review Accident/Injury/Trauma and Illness Records as required and/or when conducting Home Visits.
- Families must inform and notify the Coordination Unit and the Educator of any identified illness, or accident the child may have had or sustained prior to coming into care. In some circumstances the Educator may need to complete a Pre-existing or Unknown Injury/Incident Report or Illness Record.
- Educators will notify the family and Coordination Unit of any matter concerning the child's health that comes to their notice.

#### 3.1 When an incident/injury/trauma or illness occurs

- Educators will supervise the child until recovery, or the child's family or other authorised adult takes responsibility for the child. The Educator must make suitable arrangements for all children in care during this process.
- Educators will provide first aid for any child injured or unwell whilst in still in their care.
- Educators will inform the parent/guardian of any incident, injury, or trauma that occurs while the child is in care, before the child is collected.

- Educators will create an incident register in Harmony, accurately completing all required fields recording the time the name of the parent / guardian notified.
- Educators will contact the Coordination Unit if they require any assistance to manage the incident/injury/trauma or illness. If assistance is not required, the Educator must notify the Coordination Unit immediately after managing the issue.
- If the child requires immediate medical aid, all reasonable attempts must be taken to secure that aid and to notify the family of the incident/injury/trauma or illness. This could include calling emergency services.

### 3.2 Reporting

- Under the National Legislation it is a requirement to record any of the following Incidents, Injuries, Traumas and Illnesses:
  - an incident in relation to a child, an injury received by a child or trauma to which a child has been subjected; and
  - an illness that becomes apparent.
- It is a requirement that the Incident, Injury, Trauma and Illness Record include the following information:
  - the name and age of the child;
  - the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms);
  - the time and date the incident, injury or trauma occurred, or the apparent onset of the illness;
  - the action taken by the Educator, including any medication administered, first aid provided, or medical personnel contacted;
  - details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;
  - the name of any person the Educator notified, or attempted to notify, of any incident, injury, trauma or illness, and the time and date of the notifications/attempted notifications;
  - the name and signature of the person completing the record, and the time and date it was completed; and
  - signature of family to verify that they have been informed of the occurrence.
- Educators will complete and submit to the Coordination Unit the Incident/Injury/Trauma and Illness form as outlined above as soon as possible after the event. If assistance is required to complete this form support will be provided by the Coordination Unit.
- As required by the National Legislation, the Coordination Unit will report any serious incident to the Regulatory Authority within 24 hours of the incident occurring. This will be done using the National Quality Agenda IT system.
- The Coordination Unit will store the Incident/Injury/Trauma and Illness forms confidentially and ensure these are archived until the child is 25 years old as per the National Regulations.

## 4 References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Agreement

## Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date).
November 2020	2.0	All	Updated from old Policy to new format and current information.
December 2023	3.0	All	Updated to reflect the councils name change.
March 2025	4.0	3.1	Updated content.
March 2028	Next Review Date		