Critical Incident Management
Background

In accordance with Education and Care Services National Regulations, the Approved Provider (SACCS) must ensure that incidents, injury, trauma and illness occurrences are addressed, reported and recorded appropriately.

Incidents, injuries and illness occurrences which are reportable, refer to serious matters such as:

- the death of a child while either at the service or as a result of an incident that occurred at the service
- Any incident involving injury or physical or emotional trauma to a child, or illness of a child that results or should have resulted in the child seeing a medical practitioner or attending hospital. Serious injury would refer to - head injuries, eye injuries, back injuries, loss of limbs or appendages, bone fractures, deep wounds requiring suturing, muscular injuries (more serious ones), burns, ear injuries, other injuries where complications have set in after the initial injuries are sustained.
- Any incident where the attendance of emergency services was, or should have been, sought.
- The service also recognizes a serious incident when a child is missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations or is mistakenly locked in or locked out of the service or any other part of the premises.

Policy Statement

- The St Joseph’s Preschool management of risks of incident, injury, trauma and illness will be a priority. The Approved Provider, in conjunction with the coordinator and educators will ensure that all procedures of the service are compliant with Regulations and the Law.

Implementation

Notice of serious incidents

- Within 24 hours or when the person becomes aware of the death of a child or when the person becomes aware of any other serious incident. St Joseph’s Preschool Hindmarsh will also ensure the family of a child involved in a serious incident is notified as soon as practicable.
- St Joseph’s Preschool will follow the Procedure for Early Childhood Education and Care Services to Notify a Serious Incident.
Notice of minor incidents

Depending on the nature of the injury, parents/guardians will either be contacted immediately or informed upon arrival to collect their child.

Incident, injury, trauma and illness records

In accordance with Regulations, St Joseph’s Preschool Hindmarsh must keep a written record of any incident, injury, trauma or illness a child suffers while in care, or as a result of being in care. This record must include:

- the name and age of the child
- the circumstances leading up to the incident or the child becoming ill
- any products or structures involved or circumstances surrounding the illness
- the time and date the incident occurred or illness began
- actions taken by staff to care for the child
- any medication that was given
- any medical personnel who were contacted
- details of anyone who witnessed the incident
- the name, time and date of the person/persons who were notified about the incident or illness by the service
- The name and signature of the person filling out the form and the date and time it was signed.

Philip Schultz
Principal

Anne Burke
School Board Chairperson

Dated: June 2015