



# JUMPSTART 4 KIDS

## INCIDENT, INJURY, TRAUMA & ILLNESS POLICY 2019

### Purpose

Jumpstart 4 Kids purpose is to ensure that immediate action is taken in the case of any incident, injury, trauma, or illness, and accident or emergency treatment is initiated as well as accurate records completed and kept.

### Strategies

#### Low Temperature

Children with a low temperature below 35.5°C will be treated in the same manner as children with a high temperature. Their temperature will be monitored and parents contacted or ambulance called if required.

#### Fever

A fever is a temperature of 38°C or higher. Fever is one of the ways the body fights infection. It can develop slowly, over a few days, or the fever can rise very quickly. A normal temperature in children is 36.5°C to 37.5°C although it depends on the person, their age, what they have been doing, the time of day and at which part of the body you take the temperature.

Infections are by far the most common cause of fever in children. Most of these are caused by viruses, which are responsible for colds, upper respiratory infections, and the common infectious diseases of early childhood. These infections don't last long and usually don't need to be treated.

Please note, in the instance where a child has recently had a temperature, the service will not administer medications such as Panadol purely as a preventative measure. Panadol/Paracetamol may mask the symptoms of other, more serious illnesses and the educators are not qualified medical professionals.

- Medications such as Panadol/Paracetamol can be administered ONLY in an emergency situation where the child has developed a high temperature whilst at the centre. This is only acceptable if the parent/guardian or authorised contact, who are on their way to collect and cannot do so within a reasonable time frame, that being within 15 to 20 mins.
- Verbal authorisation without written authorisation is acceptable only when two staff members receiving the authorisation but in all instances the parent/guardian or authorised nominee must be on their way to collect the child. The Nominated Supervisor will ensure a copy of this policy is available to the families and provided to parents when they enrol their child.
- If the parent/guardian or any other authorised nominee in the child's file does not answer the call to administer Panadol/Paracetamol but the child has permission on their enrolment form and the child is in distress from feeling unwell, the Nominated Supervisor or Responsible Person is able to administer Panadol/Paracetamol and sign off for it.
- Infants under the age of 6 months should not be given Panadol/Paracetamol except under the guidance of a medical practitioner.

#### Procedure:

If an educator notices that a child has a fever,

- They are required to take the temperature of the child and notify responsible person
- Take off any excess clothing and socks



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- Give a cool cloth to wipe down the child's face and body
- Make sure the child has access to water to keep them hydrated
- Administer Panadol/Paracetamol according to the age of the child
- Record temperatures on their illness record at time of fever, after 15 minutes and after 45 minutes.
- The parents should be called to come and collect the child within the hour of being notified
- The child is not allowed to return to the service until 24 hours AFTER their LAST fever and bring in a medical clearance to say they are fit to return to the service

## **Administering Panadol:**

When a child is found with a fever, Panadol/Paracetamol can be given to them to relieve the discomfort if authorisation has been given and the child is being collected within the hour. It would be useful to have a parent/guardian permission on each child's enrolment records but phoning the parent/guardian of the child to ask for permission before administering Panadol/Paracetamol is still required.

You must read the label of the Panadol/Paracetamol and ensure that you are administering the correct age and dosage for the child. There must be two staff members present at the time of administration and one of which must be a responsible person of the service.

Once the child has been given the correct dosage of Panadol/Paracetamol, the child must be given a drink of water to wash the medication down and put somewhere to rest until their temperature has gone down and collected.

Children with a doctor's letter indicating teething or other issue where Panadol is to be administered will be allowed to have Panadol and remain on the premises.

## **Responsibilities of the Approved Provider**

The Approved Provider of an education and care service must:

- Ensure that the parent of the child is notified as soon as a practicable, but no longer than 24 hours after the occurrence, if the child is involved in any incident injury, trauma or illness while the child is being educated and cared for by the education and care services.
- The Approved Provider of the education and care service must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation.
- Ensuring that the children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensuring that an incident report is completed and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.
- Ensuring that there is a minimum of one educator with a current approved first aid qualification on the premises at all times.
- Ensure there is permission on all enrolment forms that parents/guardians must tick whether they allow Panadol to be administered by the educators at the service should their child require it.

## **Responsibilities of the Nominated Supervisor**

The Nominated Supervisor of an education and care service must:



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- Notifying parents/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Requesting the parents/guardians to make arrangements for the child or children involved in the incident or medical emergency to be collected from the service, or informing parent/guardians if an ambulance has been called.
- Notifying other person/s as authorised in the child's enrolment form when the parents/guardians are not contactable.
- The Nominated Supervisor of the education and care service must ensure ACECQA is notified of any serious incident, injury, trauma or illness through the ACECQA NQA ITS PORTAL that have required medical treatment with 24 hours attached with relevant information and documentation.
- Reviewing the cause of incident, injury, trauma and illness and taking appropriate actions to remove cause if required.
- Ensure that responsible persons of the service are administering medication if necessary

## Responsibilities of the Educators

The Educators of an education and care service must:

- Record details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as the practical but no later than 24 hours.
- Seek further medical attention if required.
- Familiarise and be aware of any symptoms of any illness/trauma.
- Be aware of any children with allergies status and familiarise with attending days to use this knowledge when attending to any incident, injury or illness.
- Respond to children demonstrating any symptoms if the child and record appropriately. Educators will contact authorise person to inform them of the illness signs, or request the collection of the child.
- Ensure that two people are present any time medication is being given to children in care and that the Nominated Supervisor or responsible person is notified before administering.

## Responsibilities of the Family/Guardian

The Family/Guardians of an education and care service must:

- Be informed of policies and procedures during the enrolment process regarding first aid, illness whilst at the service, exclusion practices, including immunisation status and illnesses at the service.
- Inform the service of their child's health records, such as allergies, medical conditions, health plans etc.
- Receive access of where is policy and notification of its existence.
- Be notified of any incidents, injury, trauma, or illnesses as soon as practicable, but not later than 24 hours after the incident had occurred and to be provided with a copy of the report should you require.
- Be provided access to information on children's development, the service program, and relevant health and wellbeing resources from the service.



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## Record Keeping

The records must be kept:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years;
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years.

## Procedure

The recorded in the Incident, Injury, Trauma and Illness Record includes as follows:

- the name and age of 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 occurred
- the action taken by the service, including administering medication, 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 service notified or attempted to notify of the incident, injury, illness or trauma with date and time
- name, signature, date and time of person making the entry
- signature or the parent/guardian to verify that they have been informed of the occurrence

## Related Statutory Obligations & Considerations

**Children (Education and Care Services National Law Application) Act 2010**  
**Children Education and Care Services National Regulations 2011**  
**Work Health and Safety Act 2011**

## Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800 619 113

## Amendment History

Version	Amendment	Short Description
2018.1	Low Temperature	Actions to be taken children registering a low temperature.



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This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: January 2019

Version: 2018.1

Last Amended By: John

Next Review: April 2020

Position: Owner

## Incident, injury, trauma and illness record

### Details of person completing this record

Name: ..... Position/role: .....  
Date and time record was made ..... / ..... / ..... Signature: .....

### Child details

Child's full name: .....  
Date of birth: ..... / ..... / ..... Age: ..... Gender :  Male  Female

### Incident details

Incident date: ..... / ..... / ..... Time: ..... am/pm Location: .....  
Name of witness: .....  
Witness signature: ..... Date: ..... / ..... / .....

General activity at the time of **incident/injury/trauma/illness**:

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Cause of injury/trauma:

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..... Circumstances surrounding any illness, including apparent symptoms:

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..... Circumstances if child appeared to be missing or otherwise unaccounted for (incl duration, who found child etc):

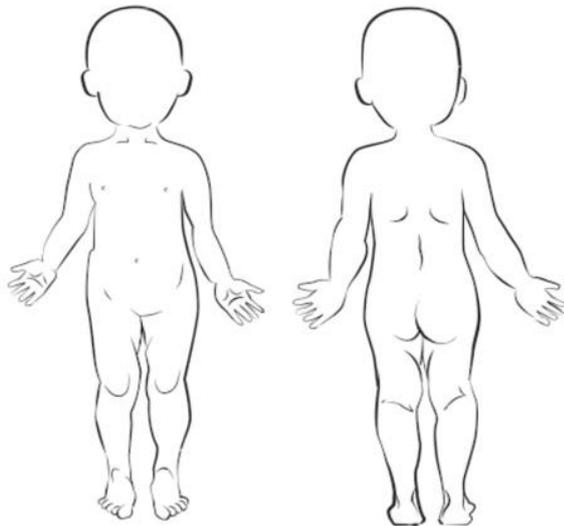
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..... Circumstances if child appeared to have been taken or removed from service or was locked in/out of service (incl whotook the child, duration):

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Nature of injury/trauma/illness:

Indicate on diagram the part of body affected



- Abrasion / Scrape
- Allergic reaction (not anaphylaxis)
- Amputation
- Anaphylaxis
- Asthma / respiratory
- Bite wound
- Bruise
- Broken bone / fracture / dislocation
- Burn / sunburn
- Choking
- Concussion
- Crush / jam
- Cut / open wound
- Drowning (non-fatal)
- Electric shock
- Eye injury
- Infectious disease (incl gastrointestinal)
- High temperature
- Ingestion / inhalation / insertion
- Internal injury / Infection
- Poisoning
- Rash
- Respiratory
- Seizure /unconscious/ convulsion
- Sprain / swelling
- Stabbing / piercing
- Tooth
- Venomous bite/sting
- Other (please specify)

## Action Taken

Details of action taken (including first aid, administration of medication etc):

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Did emergency services attend?: Yes / No

Was medical attention sought from a registered practitioner / hospital?: Yes / No

If yes to either of the above, provide details:

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Have any steps been taken to prevent or minimise this type of incident in the future?:

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### Notifications (including attempted notifications)

Parent/guardian: ..... Time: ..... am/pm Date: ...../...../.....

Director/educator/coordinator: ..... Time: ..... am/pm Date: ...../...../.....

Other agency (if applicable): ..... Time: ..... am/pm Date: ...../...../.....

Regulatory authority (if applicable): ..... Time: ..... am/pm Date: ...../...../.....

### Parental acknowledgement:

I .....  
(name of parent/guardian)  
have been notified of my child's incident/injury/trauma/illness.  
(Please circle)

Signature: ..... Date: ...../...../.....

### Additional notes:

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