



Wesley Out of School Hours Care Policy

Incident, Injury, Trauma and Illness

1 Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure the safety and wellbeing of all children, educators and visitors and that all Staff and Educators effectively respond to and manage incidents, injuries, trauma's and illnesses which may occur at the service.

2 Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.1	Each child's health and physical activity is supported and promoted
QA2	2.2	Each child is protected

National Regulations (r)

r12	Meaning of serious incident
r85	Incident, injury, trauma and illness policies and procedures
r86	Notification to parents of incident, injury, trauma and illness
r87	Incident, injury, trauma and illness record
r88	Infectious diseases
r89	First aid kits
r97	Emergency and evacuation procedures

My Time, Our Place

LO1	Children feel safe, secure and supported
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3. Policy Statement

This policy, and any related policies and procedures are to be followed by all Nominated Supervisors, Responsible Persons in day to day charge, educators, staff and volunteers of Wesley OOSH in the event that a child:

- (a) is injured
- (b) becomes ill
- (c) suffers a trauma
- (d) any other incident or near miss that must be reported under the Childhood Education and Care regulations



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The Responsible Person in day-to-day charge or Nominated Supervisor will ensure that a parent of a child is notified as soon as practicably possible, but no later 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 service

The service will also ensure that a Wesley OOSH Incident report is completed in full, sighted and signed by the child's parent upon notification of the incident.

In the event of a serious incident at the service, the Nominated Supervisor and/or Responsible Person in day to day charge will notify the Area Manager, Wesley OOSH who will notify the regulatory authority and Wesley OOSH Operations Manager as soon as practicable possible, but no later than 24 hours after the incident. A serious incident includes:

- Any incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner or attended or ought reasonably to have attended a hospital e.g. a broken limb
- An incident involving the serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended a hospital
- A circumstance where a child appears to be missing or cannot be accounted for
- A circumstance where a child appears to have been taken or removed from the service premises in a manner that contravenes the National Regulation
- A circumstance where a child is mistakenly locked in or locked out of the service premises or any part of the premises
- The death of a child
- An emergency where emergency services attended
- An incident that requires the approved provider to close, or reduce the number of children attending the service for a period
- A circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
- The attendance at the service of any additional child or children being educated and cared for in an emergency in the circumstances set out in regulation 123(5)
- An incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring at the service
- Allegations that physical or sexual abuse of a child or children has occurred or is occurring at the service (other than an allegation raised as a formal complaint)

Wesley OOSH will ensure a minimum of one staff member who has the HLTAID004 or HLTAID012' Provide First Aid in an Education and Care Setting (including CPR)' qualification is rostered on for each session of care. A register of First Aid qualified staff will be maintained and details will be displayed at each service.

First aid kits are readily available at the service and during excursions. First aid kits must be suitably equipped, easily recognisable and easy to access.

4. Principals

Wesley OOSH believes that it is essential that staff and educators are able to respond and manage incidents, illness and emergencies which may occur at the service in order to ensure the safety and wellbeing of the children educators, staff and clients of our service.



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5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

6. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.