



Wesley Out of School Hours Care Policy

Incident, Injury, Trauma and Illness

1 Purpose

Wesley Out of School Hours Care (WOOSH) 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, Educators and Clients of WOOSH 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 related policies and procedures at the service will be followed by nominated supervisors, educators and volunteers of WOOSH 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 Nominated Supervisor or responsible person in day-to-day charge will ensure that a parent of a child is notified as soon as practicably possible and without undue delay. Parents will be notified no later than 24 hours after the involvement of their child in the abovementioned experiences. The service will also ensure that a WOOSH Incident report is completed and is sighted and signed by the child's parent upon notification of the incident. In the case where medical attention should have been or was sought, a Wesley Mission Incident report must also be completed and submitted to the Program Manager and WHS Officer by email within 24 hours of the incident occurring.

In the event of a serious incident our service will notify both the regulatory authority, Wesley WHS Department and Wesley Mission Operations Manager no later than 24 hours after the incident. A serious incident includes:

- the death of a child
- any incident involving injury, trauma or illness where medical attention was sought or should have been sought
- an emergency for which emergency services attended
- a child is missing
- a child has been taken from the service without the authorisations required under the regulations
- a child is mistakenly locked in or out of the service

WOOSH will ensure a minimum of one staff member who is qualified in First Aid, Asthma and Anaphylaxis is present at all times the centre is in operation. A register of all First Aid, Asthma and Anaphylaxis trained staff will be maintained and these 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

WOOSH believes that it is essential that staff and educators are able to respond and manage accidents, 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.

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 the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation

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