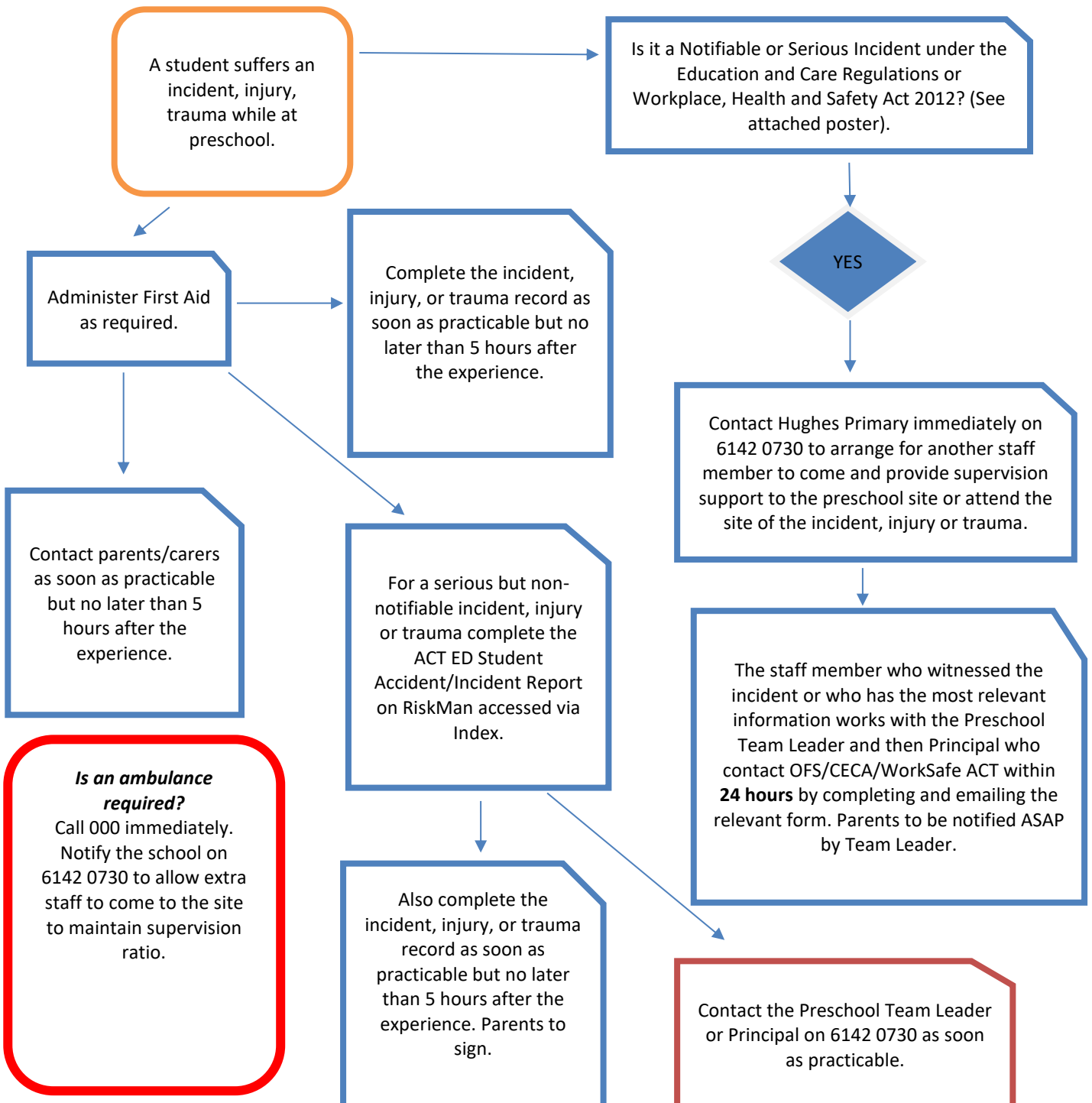




## Incident, injury and trauma procedure

All Government Preschools are governed by the Office for Schools, the Workplace, Health and Safety Act 2012 as well as the Education and Care Services National Regulations with respect to the management and reporting of an incident, injury, or trauma. The following flowchart explains the process for ensuring compliance with both laws.





## What is a Notifiable/Serious incident?

(Notice must be given within 24 hours)

### 12 Meaning of *serious incident*

For the purposes of the definition of *serious incident* in section 5(1) of the Law, each of the following is prescribed as a serious incident—

- (a) the death of a child—
  - (i) while that child is being educated and cared for by an education and care service; or
  - (ii) following an incident occurring while that child was being educated and cared for by an education and care service;
- (b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—
  - (i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - (ii) for which the child attended, or ought reasonably to have attended, a hospital;  
**Example.** A broken limb.
- (c) any incident involving 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;  
**Example.** Severe asthma attack, seizure or anaphylaxis reaction.
- (d) any emergency for which emergency services attended;
- (e) any circumstance where a child being educated and cared for by an education and care service—
  - (i) appears to be missing or cannot be accounted for; or
  - (ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
  - (iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.



## 87 Incident, injury, trauma and illness record

- (1) The approved provider of an education and care service must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation.
- (2) A family day care educator must keep an incident, injury, trauma and illness record in accordance with this regulation.
- (3) The incident, injury, trauma and illness record must include—
  - (a) details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while being educated and cared for by the education and care service or the family day care educator, including—
    - (i) the name and age of the child; and
    - (ii) the circumstances leading to the incident, injury or trauma; and
    - (iii) the time and date the incident occurred, the injury was received or the child was subjected to the trauma;
  - (b) details of any illness which becomes apparent while the child is being educated and cared for by the education and care service or the family day care educator including—
    - (i) the name and age of the child; and
    - (ii) the relevant circumstances surrounding the child becoming ill and any apparent symptoms; and
    - (iii) the time and date of the apparent onset of the illness;
  - (c) details of the action taken by the education and care service or family day care educator in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator, including—
    - (i) any medication administered or first aid provided; and
    - (ii) any medical personnel contacted;
  - (d) details of any person who witnessed the incident, injury or trauma;
  - (e) the name of any person—
    - (i) whom the education and care service notified or attempted to notify, of any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator; and
    - (ii) the time and date of the notifications or attempted notifications;



- (f) the name and signature of the person making an entry in the record, and the time and date that the entry was made.
- (4) The information referred to in subregulation (3) must be included in the incident, injury, trauma and illness record as soon as practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

## What is a Notifiable/Serious incident?

(Notice must be given in accordance with section 38(2) of the *Workplace, Health and Safety Act 2012*)

### 'Notifiable incidents' include the following:

- the death of a person
- a serious injury or illness of a person
- a 'dangerous incident'

### What is a serious injury or illness?

"Serious injury or illness", of a person means an injury or illness requiring the person to have—

(a) immediate treatment as an in-patient in a hospital; or

(b) immediate treatment for—

- (i) the amputation of any part of his or her body; or
- (ii) a serious head injury; or
- (iii) a serious eye injury; or
- (iv) a serious burn; or
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping);
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by regulation but does not include an illness or injury of a prescribed kind.

A '**dangerous incident**' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an evacuation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel or
- another event prescribed in the regulations.



# Hughes Primary School

*Learning for Life*



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Website: <http://www.hughesps.act.edu.au>

Notice **must** be given **IMMEDIATELY** after becoming aware of the event **and** within 24 hours in writing.

**Workplaces must preserve/not disturb the site until an inspector arrives at the site or any earlier time that an inspector directs as per section 39(1) of the WHS Act as part of the incident notification requirements.**

An incident site where a notifiable incident occurs must be preserved/not disturbed as far as is reasonably practicable to enable a worksafe inspector to undertake an investigation or at an earlier time as the inspector directs. A site must not be disturbed with the exception of the following actions:

- assisting an injured person
- removing a deceased person
- making the site safe or to minimise the risk of a further notifiable incident
- undertaking of a police investigation or
- any action for which an inspector or the regulator has given permission

Maximum penalties which can be incurred for failure to preserve a incident site are \$10000 for an individual or \$50000 for a body corporate.

**After becoming aware that an incident has occurred, workplaces must report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:**

- by phone - ring WorkSafe ACT on 02 6207 3000
- in writing - you can complete a [Notifiable Incident Report Form](#) and forward it to WorkSafe ACT, GPO Box 158, Canberra City, ACT, 2601
- by fax or other electronic means - fax WorkSafe ACT on 02 6205 0336; email [worksafe@act.gov.au](mailto:worksafe@act.gov.au)


After 1 January 2012, the reporting of a notifiable incident must be done using the [Notifiable Incident Report Form](#)


Records of serious events must be kept for 5 years after the date notice is given.

The maximum penalty for failure to comply with the notification requirements is \$10,000 for an individual or \$50,000 for a body corporate.



## **Serious Accidents/Incidents Actions**

**Step 1** Provide First Aid and ring Emergency Triple Zero (000) and ask for ambulance . 

**Step 2** Make safe anyone in immediate danger and isolate the incident site to leave  undisturbed until Worksafe ACT advises.

**Step 3** Immediately notify WorkSafe ext. 73000 and the Directorate's Health, Safety & Wellbeing section ext. 70614

**Step 4** Within 24 hours forward written Accident and Incident Report to Principal/ Manager. Within 48 hours forward the written Accident and Incident Report to the Health Safety & Wellbeing section and to Worksafe ACT.