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# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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## **Incident, Injury, Trauma & Illness Policy**

### **Background**

In accordance with Education and Care Services National Regulations, Woodside Primary School Out of School Hours Care (OSHC) must ensure that incident, injury, trauma and illness occurrences are addressed, reported and recorded appropriately. The Woodside Primary School OSHC service deems the management of risks of incident, injury, trauma and illness will be a priority. The Approved Provider (Woodside Primary School Governing Council), in conjunction with the Director, Educators and Staff will ensure that all procedures of the service are compliant with Regulations and the Law.

### **Definition of serious incidents**

The service recognises the following as serious incidents:

- 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
- any incident where the attendance of emergency services was, or should have been, sought.

DECD lists severe or serious injuries as:

- head injuries
- eye injuries
- back injuries
- ear injuries
- loss of limbs or appendages
- bone fractures
- deep wounds requiring suturing
- muscular injuries (more serious ones)
- burns
- other injuries where complications have set in after the initial injuries are sustained.

The service also recognises 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.

### **Notice of serious incidents**

For the purposes of section 174 (4) of the Law, the notice to the Regulatory Authority (Education Standards Board) under section 174 (2) (A) of the Law, notice must be provided:

- within 24 hours or when the person becomes aware of the death of a child
- within 24 hours or when the person becomes aware of any other serious incident.

The service must also ensure the family of a child involved in a serious incident is notified as soon as practicable.

### **Reporting incidents in government schools**

- OSHC Director notifies principal and school/governing council.
- Principal lodges report on Incident Response Management System (IRMS) within 12 hours.

- The school or governing council is responsible for ensuring that the service completes the incident form available from the National Quality Agenda IT System (NQAITS) public portal. The form is required to be submitted to the Education Standards Board within 24 hours of the incident.
- A copy of the incident form is to be provided to the Department of Education and Training via [saccb@education.gov.au](mailto:saccb@education.gov.au).

## Vacation care

If IRMS is not immediately available, Vacation Care services located on Department for Education and Child Development (DECD) sites are required to report incidents, using the appropriate form. The following information can be used as a guide to complete the relevant form and email or fax to DfE.

- **Critical incident:** A critical incident is any serious or threatening event which could disrupt the good working order of an educational site or attract negative media attention. OSHC directors are encouraged to include names of alleged victims and offenders and include specific descriptions of the language used in cases of verbal abuse. To log a notifiable incident complete the Notifiable Incident Report and email: [DECD.schoolcare@sa.gov.au](mailto:DECD.schoolcare@sa.gov.au) or phone 8463 6564.
- **Injury incident:** An injury incident relates to DfE employees and non-DfE person such as OSHC staff, parents, volunteers and children. The injury incident form is called an ED 155. When a child is injured, only forward an ED 155 form to the host school where professional medical treatment was administered. ED 155 forms are available at:
- <https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/reporting-critical-incidents-injuries-and-complaints-process-approved-oshc-providers>
- **Security incident:** A security incident is when there is an after-hours crime such as theft or break-in, or when there is damage to property such as vandalism or graffiti. (If a crime occurs during working hours it is then managed as a critical incident). The crime must be reported to police as soon as practicable. The police will take details of the crime and investigate where appropriate. They will provide you with a Police Incident Report number (PIR). The PIR number must be entered on the security incident form which is called an ED 148. ED 148 forms are available at: 08 8226 1099.

Notifiable incidents: Refer to the OSHC notification requirement checklist as this outlines some of the notifiable events/incidents that are notifiable under the National Law. The School governing council or third party provider is responsible for ensuring the service completes the incident form available from the National Quality Agenda IT System (NQAITS) public portal that is required to be submitted to the Education Standards Board.

In addition a copy of the form is to be provided to the Department for Education (DfE) [saccb@education.gov.au](mailto:saccb@education.gov.au). DfE Health and Safety information can be accessed at: <https://www.education.sa.gov.au/schools-and-educators>

For all completed incident and notification report forms:

- retain a copy at your service for legal and auditing purposes
- provide a copy to the school Principal for entry into the DECD electronic IRMS (Incident Response Management System)
- email a copy to your education director.

For further information on notification requirements, contact the Out of School Hours Care unit on 08 8226 6427 or email [decd.oshc@sa.gov.au](mailto:decd.oshc@sa.gov.au) (to verify if this exists) or visit <https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/reporting-critical-incidents-injuries-and-complaints-process-approved-oshc-providers>

## Other reporting

Woodside OSHC also has relevant forms to complete and details to be entered in the Health and Medical Records section of the KidsXap program under Incident/Illness records.

## **Incident, injury, trauma and illness records**

In accordance with Regulations, a service 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.

These conditions are covered by the KidsXap Management System and all staff are aware of this aspect of the service.

## **Resources/References**

1. DfE Injury/Incident Reporting and Investigation Procedures for OSHC at <https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/reporting-critical-incidents-injuries-and-complaints-process-approved-oshc-providers>
2. DECD Bush Fire Risk Management Strategy <https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>
3. Sample injury, illness and trauma record at [www.acecqa.gov.au/resources/applications/sample-forms-and-templates](http://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)