



Incident, Injury and Trauma Policy

Purpose:	The purpose of this policy is help provide a safe and healthy environment at Peregian Beach College by appropriately responding to any incident, injury or trauma to a child or employee at the College	
Scope:	Children attending the College, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Updated	Supersedes:
Authorised by:	Board Chair	Date of Authorisation: 28 Feb 2024
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 Version No.20, effective 22 November 2023 • Education and Care Services National Regulations 2011: Regulations 85, 86, 87, 88, 89, 168(2)(b), 170, 171, 172, 175, 176, 177, 181, 183, 184. Current as at 1 October 2023 • National Quality Standard: Quality Area 2 – Standard 2.1, 2.2 • Staying Healthy (5th ed.) draft 6th edition pending mid 2024 • Work Health and Safety Act 2011 (Qld) current from 1 February 2024 to date • Work Health and Safety Regulations 2011 (Qld) current from 1 February 2024 to date • Australian Privacy Principles • Peregian Beach College's Infectious Disease Policy • Peregian Beach College's First Aid Policy • Peregian Beach College's Illness Policy • Peregian Beach College's Administration of Medications Policy • Peregian Beach College's Managing Medical Conditions Policy • Peregian Beach College's Work Health and Safety Policy • Peregian Beach College's Privacy Policy • Peregian Beach College's Record Retention 	
Review Date:	Every 2 years	Next Review Date: 28 Feb 2026
Policy Owner:	Peregian Beach College	

Policy Statement

Peregrin Beach College is committed to the health and safety of children attending and employees working at the College. The College will appropriately respond to any incident, injury or trauma to a child or employee at the College.

In accordance with the *Education and Care Colleges National Regulations 2011*, the College will:

- Develop step-by-step procedures on how to manage an incident, injury or trauma that occurs at the College, which aligns with the requirements under Peregrin Beach College's Work Health and Safety Policy;
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the College;
- Notify the Department of Education, Training and Employment (Queensland), within 24 hours of:
 - A serious incident at the College;
 - The death of a child;
 - Any incident that requires the College to close or reduce the number of children attending the College for a period;
 - Any circumstances at the College that poses a significant risk to the health, safety or wellbeing of a child attending the College; and
 - The education and care being provided by the College for extra child/ren due to an emergency.
- In accordance with Peregrin Beach College's Privacy and Record Retention Policies, keep an incident, injury and trauma record for any child if an incident, injury or trauma occurs whilst the child is at the College. The 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 the child is at the College including—
 - i). The name and age of the child; and
 - ii). The relevant 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 the action taken by the College in relation to any incident, injury or trauma which a child has suffered whilst at the College including—
 - i). Any medication administered or first aid provided; and
 - ii). Any medical personnel contacted;
 - c) Details of any person who witnessed the incident, injury or trauma;
 - d) The name of any person—
 - i). Whom the College notified or attempted to notify, of any incident, injury or trauma which a child has suffered whilst at the College; and
 - ii). The time and date of the notifications or attempted notifications;
 - e) The name and signature of the person making an entry in the record, and the time and date that the entry was made; and

- f) The information above must be included in the incident, injury and trauma record as soon as practicable, but not later than 48 hours after the onset of the incident, injury or trauma.

Definitions

Definitions relevant to this policy include:

Incident: any unplanned event resulting in or having potential for injury, ill health, harm or other loss

Injury: any physical harm to the body caused by violence or incident

Serious incident: in accordance with section 12 of the Regulation, means for the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—

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

Trauma: an emotional wound or shock that often has long-lasting effects or any physical harm to the body caused by violence or an incident

Responsibilities

Peregrin Beach College

Peregrin Beach College has the following role and responsibilities:

- Develop appropriate procedures on how to manage an incident, injury or trauma that occurs at the College;

- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the College;
- Notify Early Childhood Education and Care within 24 hours as required under the Regulation, if applicable; and
- Keep an incident, injury and trauma record for any child if an incident, injury or trauma occurs whilst the child is at the College.

Employees

Employees of Peregrine Beach College have the following role and responsibilities:

- Be aware of and act in accordance with Peregrine Beach College's Incident, Injury and Trauma Policy; and
- Accept and act upon decisions by the Board to respond appropriately if an incident, injury or trauma occurs at the College.

Families

Families of Peregrine Beach College have the following role and responsibilities:

- Be aware of and act in accordance with Peregrine Beach College's Incident, Injury and Trauma Policy; and
- Accept and act upon decisions by Peregrine Beach College to respond appropriately if an incident, injury or trauma occurs at the College.

Implementation

In practice, Peregrine Beach College's commitment to appropriately respond to an incident, injury or trauma at the College means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of appropriately responding to an incident, injury or trauma, including the development and implementation of this Policy and the related Procedures;
- Training – providing employees with appropriate training in first aid and emergency procedures; and
- Record keeping, monitoring, reporting – keeping appropriate records, monitoring and reporting on incident, injury or trauma within the College in line with this Policy and the College's Privacy and Record Retention Policies.

Compliance and Monitoring

In line with the *Education and Care College National Regulations 2011*, Peregrine Beach College will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the College are notified at least 14 days before the College makes any change to a policy or procedure that may have a significant impact on the College's provision of education and care to any child enrolled at the College or the family's ability to utilise the College.