

Incident, Trauma and Illness Policy & Procedure

Kangaroo Island Community Education – Parndana Preschool

Purpose

To ensure a safe and responsive environment for managing incidents, trauma, and illness, and to comply with statutory and Department for Education requirements for notification, response, and support for affected children, staff, and families.

Scope

This policy applies to all staff, children, families, volunteers, and visitors at Kangaroo Island Community Education – Parndana Preschool.

Policy Statement

We are committed to:

- Preventing and reducing the risk of incidents, trauma, or illness occurring.
- Responding promptly, appropriately, and compassionately to any incident, trauma, or illness.
- Meeting all reporting and notification obligations to families, the Education Standards Board, and external authorities as set out by the Department for Education procedure.
- Ensuring all staff are supported and trained to manage these situations with care and professionalism.

Guiding Principles

- Child safety, wellbeing, dignity, and privacy are upheld at all times.
- Responses are guided by Department for Education, ACECQA and National Regulations.
- Incidents, trauma, and illness are opportunities for improvement and learning in our safety practices¹²³.

Procedures

1. Immediate Response

- Assess the situation and ensure everyone's safety. Provide first aid or call emergency services if required.

- Remove any hazards that pose an ongoing risk.
- Comfort and reassure the affected child(ren) and any witnesses.
- For serious incidents, trauma, or illness, isolate the area as appropriate.

2. Notification and Communication

- Notify families as soon as practicable after an incident, trauma, or diagnosed illness.
- For serious incidents (death, emergency services required, trauma, serious illness or injury), notify the preschool director or site leader immediately.
- If required, notify emergency contacts and relevant authorities.
- Record the incident using the **Incident, Injury, Trauma and Illness Record** as required by the National Regulations and Department guidelines.
- Complete entry on the Department's **Incident and Response Management System (IRMS)** within 12 hours for preschools.
- Notify the Education Standards Board within 24 hours for incidents required by Regulation 176.

3. Documentation

- Complete the Incident, Injury, Trauma and Illness Record, ensuring all fields are accurate and comprehensive.
- File records securely and confidentially.
- Include follow-up actions and any communication with families or authorities.

4. Support and Follow-up

- Provide support and information to families, staff, and children affected by the incident, trauma or illness.
- If appropriate, offer access to counselling, Employee Assistance Program, or external services.
- Review the incident to identify causes, learning, and areas for improvement.
- Implement any changes to reduce the chance of recurrence.

5. Reporting

- For critical incidents, follow the **Reporting Critical Incidents, Injuries, Hazards and Near Misses Procedure**¹.
- Notify SafeWork SA of notifiable incidents and serious injuries as required by law².
- For incidents of extreme severity, activate procedures for managing incidents in consultation with the Incident Management Directorate².

Prohibited Practices

- Delaying or failing to report notifiable incidents or illnesses.
- Failing to record incidents accurately and confidentially.
- Neglecting to provide support to affected individuals.

Partnerships with Families

- Keep families informed of incidents affecting their child.
- Consult and collaborate with families about ongoing care, risk minimisation, or support for recovery after incidents/illness.
- Invite feedback for continual improvement.

Review

This policy and procedure are reviewed every three years, or sooner in response to legislative, regulatory or Departmental changes, or following a significant incident.

References

- Reporting critical incidents, injuries, hazards and near misses procedure (Department for Education, SA)¹
- Incident coordination: managing incidents of extreme severity procedure (Department for Education, SA)²
- Education and Care Services National Regulations (Regs 85–87, 89, 168, 176)
- Incident, injury, trauma and illness record (For Early Childhood Services)
- Work Health and Safety Act & Regulations 2012 (SA)
- ACECQA: Guide to the National Quality Framework