

# Incident, Injury, Trauma and Illness Policy



<b>Policy Relevant to:</b>	All staff, Educators & families
<b>Last Reviewed:</b>	April 2025
<b>Next Review:</b>	April 2027
<b>ECS National Law:</b>	S165, S174
<b>ECS National Regulations:</b>	r85, r86, r87, r88, r89, r93, r95, r97, r103, r104, r117, r161, r162, r168, r170, r171, r177, r183,
<b>NQS:</b>	2.1.2, 2.2, 2.2.1, 2.2.2, 2.2.3

## Rational

The health and safety of all children, families, staff and visitors to Adventure Patch services is of the utmost importance. We aim to reduce the likelihood of incidents, illness, accidents and trauma through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff to respond quickly and effectively to any incident or accident.

Adventure Patch acknowledges that in early education and care services, illness and disease can spread easily from one child to another, even when implementing the recommended hygiene and infection control practices. Adventure Patch aims to minimise illnesses by adhering to all recommended guidelines from relevant government authorities regarding the prevention of infectious diseases and adhering to exclusion periods recommended by the Australian Government National Health and Medical Research Council (NHMRC) and Public Health Unit.

When groups of children play together and are in new surroundings, accidents and illnesses may occur. Adventure Patch is committed to effectively managing our physical environment to allow children to experience challenging situations whilst preventing serious injuries.

## Purpose

Adventure Patch has a duty of care to respond to and manage illnesses, accidents, incidents, and trauma that may occur in our services to ensure the safety and well-being of children, educators and visitors. This policy will guide educators and team members to manage illness and prevent injury and the spread of infectious diseases and provide guidance on the required action to be taken in the event of an incident, injury, trauma or illness occurring when a child is educated and cared for.

## Implementation

Under the Education and Care Services National Regulations, Adventure Patch must ensure that policies and procedures are in place for incident, injury, trauma and illness and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

In the event of an incident, injury, trauma or illness all educators and team members will implement the guidelines set out in this policy to adhere to National Law and Regulations and inform the regulatory authority as required.

Adventure Patch services implement risk management planning to identify any possible risks and hazards to our learning environment and practices. Where possible, we have eliminated or minimised these risks as is reasonably practicable.

Adventure Patch implements procedures as stated in the Staying healthy: *Preventing infectious diseases in early childhood education and care services (6th Edition)* as part of our day-to-day operation of our services.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the Australian Government- Department of Health and local Public Health Units in our jurisdiction under the Public Health Act.

### Resources

[beyou Natural Disaster Resource](#)  
[Emerging Minds Community Trauma Toolkit](#)  
[Common cold fact sheet](#)  
[Concussion and mild head injury](#)  
[Exclusion for common or concerning conditions](#)  
 NSW Health [Gastro Pack NSW Health](#)  
 NSW Health [Stopping the spread of childhood infections factsheet](#).  
[Staying healthy- 6<sup>th</sup> Edition Fact sheets](#)  
[Time Out Keeping your child and other kids healthy!](#) (Queensland Government)  
 Time Out Brochure [Why do I need to keep my child at home?](#)  
 The Sydney Children's Hospitals network (2020). [Fever](#)

### Related policies

Administration of First Aid Policy Administration of Medication Policy Adventurous Play Policy Child Safe Environment Policy Enrolment Policy Orientation Policy Health and Safety Policy	Infectious Diseases Policy Medical Conditions Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Environment Policy Safe Transportation Policy
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### Sources

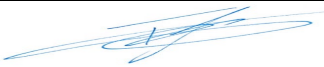
Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)  
 Australian Children's Education & Care Quality Authority. 2021. [Policy and Procedure Guidelines. Incident, Injury, Trauma and Illness Guidelines](#).  
 Australian Childhood Foundation. (2010). [Making space for learning: Trauma informed practice in schools](#):  
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0.  
 BeYou (2024) [Natural disaster Response](#)  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2023).

Health Direct <https://www.healthdirect.gov.au/>  
National Health and Medical Research Council. (2024). [Staying healthy: Preventing infectious diseases in early childhood education and care services. 6<sup>th</sup> Edition.](#)  
Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>  
SafeWork Australia: [First Aid](#)

## Review History

Policy Reviewed By:	Scott Norris	DCEO	April 2025
POLICY REVIEWED	April 2025	NEXT REVIEW DATE	April 2027
Modifications	<ul style="list-style-type: none"> <li>• Minor Policy maintenance</li> <li>• Updated Rational</li> <li>• Updated laws and regulations</li> <li>• Updated policy list</li> <li>• Updated sources list</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
June 2023	<ul style="list-style-type: none"> <li>• Policy maintenance</li> <li>• Added policy purpose and implementation section.</li> </ul>	April 2025	

## Signed

CEO:	
Manager:	S. Norris