



Incident, Injury, Trauma & Illness

Purpose

Kilkenny Primary School OSHC is committed to protecting the health, safety and wellbeing of children, families, educators, volunteers and visitors. This policy outlines procedures for responding to incidents, injuries, trauma and illness, and for preventing the spread of infectious diseases.

Kilkenny Primary School OSHC aims to provide a safe environment while allowing children to engage in challenging and developmentally appropriate play experiences.

The safety, health, rights and best interests of children are the paramount consideration in all service practices.

Scope

This policy applies to:

- Children attending Kilkenny Primary School OSHC
- Families
- Educators and staff
- Management and Approved Provider
- Volunteers, students and visitors

Legislative and Regulatory Requirements (South Australia)

Kilkenny Primary School OSHC complies with:

- Education and Care Services National Law (SA)
- Education and Care Services National Regulations
- Public Health Act 2011 (SA)
- Work Health and Safety Act 2012 (SA)
- National Quality Standard – Quality Area 2





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

Relevant regulations include:

- Section 165 – Adequate supervision
- Section 167 – Protection from harm and hazards
- Regulation 86 – Notification to parents
- Regulation 87 – Incident records
- Regulation 88 – Infectious diseases
- Regulation 89 – First aid requirements
- Regulation 97 – Emergency and evacuation procedures
- Regulation 103–117 – Safe premises and equipment
- Regulation 161–162 – Health and authorisations in enrolment records

National Quality Standard

Quality Area 2 – Children’s Health and Safety

Kilkenny Primary School OSHC supports:

- Health practices and hygiene procedures
- Safe environments and supervision
- Effective incident and emergency management
- Child protection responsibilities

Implementation

Kilkenny Primary School OSHC implements risk management practices to identify and minimise hazards where reasonably practicable. Educators follow guidance from:

- *Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (NHMRC)*
- South Australian Public Health directives

Exclusion periods for infectious diseases will be followed as recommended by public health authorities.





Incident, Injury or Trauma Response

If an incident occurs at Kilkenny Primary School OSHC:

- A qualified first aid trained educator will attend immediately
- The child will be comforted and supervised
- Emergency services will be contacted if required
- Parents or emergency contacts will be notified as soon as practicable

Workplace incidents will be recorded and investigated in accordance with WHS requirements.

Serious Incident Definition

A serious incident includes:

- Death of a child while in care
- Serious injury, trauma or illness requiring urgent medical attention or hospitalisation
- Emergency services attendance
- A child missing or unaccounted for
- A child locked in or out of the service

Kilkenny Primary School OSHC will notify the Regulatory Authority within **24 hours** via the NQA IT System.

Serious incidents must be documented in the Incident, Injury, Trauma and Illness Record within 24 hours.

Incident, Injury, Trauma and Illness Records

Records must include:

- Child's name and age
- Date, time and circumstances of incident
- Symptoms of illness
- First aid or medical treatment provided
- Witness details





- Notifications made to families
- Staff signature and record completion time

Records will be retained until the child is **25 years of age**.

Due to privacy requirements, only the injured child's details will be recorded.

Missing Child Procedure

Kilkenny Primary School OSHC maintains constant supervision and attendance monitoring.

If a child is missing:

1. Immediate search of premises will occur
2. Attendance records will be checked
3. Parents/guardians will be contacted
4. Emergency services will be contacted after 10 minutes if child is not located
5. Police will be provided with child identification details

Children may only leave with authorised persons or for emergency medical treatment.

Head Injuries

Any head injury will be treated seriously.

Educators will:

- Provide first aid
- Monitor symptoms closely
- Contact parents for notification and discussion on next steps either staying at the service or collection depending on the situation and is at the parent and responsible persons discretion.





Emergency services will be contacted if the child:

- Loses consciousness
- Vomits repeatedly
- Has a seizure
- Sustains injury from height or speed

Parents will be advised to seek medical assessment following head injuries.

Trauma-Informed Practice

Kilkenny Primary School OSHC recognises trauma may impact children's emotional, social and physical development.

Educators support children by:

- Providing calm and safe environments
- Observing behaviour and documenting concerns
- Providing relaxation spaces
- Using supportive communication and play-based emotional expression

Staff will also be supported to manage emotional stress and seek support when required.

Illness Management

To reduce transmission of illness, Kilkenny Primary School OSHC follows infection control procedures.

Hygiene Practices Include:

- Handwashing with soap and water
- Respiratory hygiene (coughing into elbow or tissues)
- Regular cleaning of surfaces, toys and equipment
- Use of PPE when required

Visitors and families are encouraged to practice hand hygiene when entering the service.





Exclusion of Unwell Children

Children will not be accepted into care if they:

- Are unable to participate in normal activities
- Have contagious illness
- Have had vomiting within 24 hours
- Have had diarrhoea within 48 hours
- Have started antibiotics within 24 hours
- Have fever above 38°C

Symptoms of Illness

Symptoms may include:

- Fever
- Vomiting or diarrhoea
- Breathing difficulties
- Rashes or skin infections
- Lethargy
- Headache or pain
- Sore throat or persistent coughing

Children who become unwell will be isolated and supervised while awaiting collection.

Gastroenteritis and Infectious Diseases

Children and staff must remain home until symptoms have ceased for:

- 24–48 hours minimum depending on illness type
- 48 hours for confirmed gastroenteritis or vomiting/diarrhoea outbreaks

Outbreaks of infectious disease will be reported to the Public Health Unit.





Notifying Families

Kilkenny Primary School OSHC will notify families:

- As soon as practicable following incidents or illness
- Within 24 hours for serious incidents
- When infectious diseases are detected within the service

Families must ensure emergency contact details remain current.

Responsibilities

Approved Provider and Management Will Ensure:

- Compliance with legislation
- Staff training in first aid, asthma and anaphylaxis management
- Adequate first aid kits are available and checked monthly
- Notification requirements are met

Educators Will:

- Maintain supervision at all times
- Follow hygiene and infection control procedures
- Complete incident records
- Provide emotional support to children

Families Will:

- Provide updated medical and contact information
- Follow exclusion guidelines
- Collect unwell children promptly
- Provide medical management plans where relevant





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

Continuous Improvement

This policy will be reviewed annually or following:

- Legislative changes
- Serious incidents
- Feedback from families and staff

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

