

# YANKALILLA COMMUNITY CHILDREN'S CENTRE

## INJURY MANAGEMENT POLICY & INCIDENT REPORTING AND INVESTIGATION PROCEDURE.

Yankalilla community Children's Centre (YCCC) is committed to the effective management of work related injuries and the provision of appropriate support and assistance to injured workers to ensure legislative compliance with the *Return to Work Act 2014* and associated regulations.

Every effort is made to prevent injuries however should an injury occur, the staff will take appropriate first aid action. All permanent, YCCC educators will hold a current approved First Aid Qualification, Anaphylaxis Training and Emergency Asthma Management Training.

The Yankalilla Community Children's Centre will abide by the Department for Education and Child Development's (DECD) Injury Management Policy (2016) and Injury Incident Reporting and Investigation Procedure (2016). The purpose of the policy and procedure is to provide processes for the timely response and management of:

- Injury incidents which occur at YCCC
- Statutory reporting requirements of serious and notifiable incidents to various regulatory authorities.
- Ensuring effective and respectful rehabilitation and claims management services for injured workers.

### Notifiable Incidents

Serious incidents need to be reported to SafeWork SA 1800 777 209 and/or the Education and Early Childhood Services Registration and Standards board (EECSRSB) and the Australian Government Department of Education within **24 hours of the incident**.

Incidents other than serious incidents are to be notified to the EECSRSB with-in **7 days**.

Notifiable incidents for SafeWork SA are defined on page 12 of the (DECD) Injury Incident Reporting and Investigation Procedure (2016)

Notifiable incidents for EECSRSB are defined on page 9 of the (DECD) Injury Incident Reporting and Investigation Procedure (2016)

### **Medical Fees and Ambulance Cover**

Parents are responsible for any medical fees or other costs which may arise from medical treatment. Ambulance costs are primarily the responsibility of parents. YCCC has a SA Ambulance subscription however, parents whose children have a known condition ie Anaphylaxis, Asthma, Diabetes etc are encouraged to have their own ambulance cover as they are NOT covered by the YCCC SA Ambulance subscription.

## **INJURY REPORTING AND INVESTIGATION PROCEDURES:**

### **CHILD INJURY:**

#### **Staff will:**

- Complete an accident report form as soon as possible after any accident, injury or illness.
- Inform parents of all injuries to the head, face or mouth as soon as possible.
- Contact parents if their child has an accident or sustains an injury that requires further action beyond immediate first aid.
- Ensure all accident/injury/illness forms are read, signed and dated by the child's parent/guardian as soon as possible.
- Arrange for ambulance attendance: if staff decide emergency treatment is necessary and the guardian or the nominated emergency contact cannot be contacted or if staff believe that waiting for parent/emergency contact arrival could jeopardize the child's safety.

- Remain with the child until the child recovers or either the guardian, a person authorized by the guardian, or an emergency contact arrives.
- Contact the Centre Director in all cases of serious injury

### **The Director will:**

Ensure that injury incidents are properly reported, classified, investigated and resolved in accordance with the DECD Injury Incident Reporting and Investigation Procedure 2016 Document.

A brief summary is as follows:

1. Complete an Incident Response Management System (IRMS) report as soon as possible but within 12 hours for any injury, trauma or illness that:
  - required professional medical/dental treatment OR
  - in the opinion of the Director may result in legal proceedings OR
  - Or is notifiable under the Education and Early Childhood Services (Registration and Standards) Act 2011(See DECD procedures page 9)
2. Follow procedures 4.12.7 on page 9 of the DECD Injury Incident reporting and investigation Procedure.
3. Complete the relevant notification form (SI01 or NL01) for childcare incidents and accidents only and submit it to both the Education and Early Childhood Services Registration and Services Board of South Australia and the Australian Government of Education within 24 hours of the event. (DECD will notify the authorities on behalf of the YCCC for incidents /accidents that occurred in the preschool program.)
5. Notify SafeWork SA of a notifiable incident by telephone on 1800777209 **as soon as possible but with-in 24 hours of the event.**
6. In consultation with the site Health Safety Representative (HSR) investigate the cause of serious incident/accidents within 24 hours of the event and review all accident / injury / illness reports at the end of each term measure trends and implement programs to reduce risks.

### **ADULT INJURY**

**For all adult injuries the Director will** follow the procedures on page 5 and 6 of the DECD Injury Incident Reporting and Investigation procedure ensuring they:

- Investigate and respond within 5 days of receiving an injury notification
- Conduct an investigation of the injury or incident and ensuring the details of the injury or incident, the results of the investigation, the name of the HSR and any risk controls are recorded in IRMS.
- Provide a copy of the *Injury Report* to the injured person on request
- Notify SafeWork SA of a notifiable incident by telephone on 1800 777 209 **as soon as possible but with-in 24 hours of the event.**

### **The procedure for the injured DECD Employee:**

- immediately notify the director of the injury incident occurring
- complete the DECD online injury report form and save and submit within 24 hours (Refer to the DECD how to report an injury factsheet for guidance and instruction if needed.)

### **Director**

NB: If a workers compensation claim is likely the Director must contact the Injury Management unit on 8226 7555 within 24 hours of receiving the injury notification.

### **The procedure for the injured YCCC Employee:**

- Report all injuries to the Director as soon as the injury incident has occurred.
- Complete the DECD online injury report form and save and submit within 24 hours (Refer to the DECD how to report an injury factsheet for guidance and instruction if needed.)
- Contact Employers Mutual on 81271100 to discuss their rights to workers compensation under the WorkCover SA scheme.

**The procedure for the injured visitor, trainee, volunteer, work experience student, contractor:**

- Report all injuries to the Director as soon as the injury incident has occurred.
- Complete the DECD online injury report form and save and submit within 24 hours (Refer to the DECD how to report an injury factsheet for guidance and instruction if needed.)

The Director will advise the injured person to contact the DECD Legal Services Directorate on 82261555 to discuss what rights they may have with respect to reimbursement of any expenses brought about by the incident.

**Health and Safety Representative will:**

- Complete the Health and Safety Representative section of the report in IRMS.

**RECORDS**

The Centre must keep copies of the appropriate forms they have used to record, investigate and report dangerous occurrences and injuries. As a guide, retain records relating to injuries in accordance with the following table: e.g.

Description of Record	Disposal Schedule
Records relating to the management of personal injuries to agency staff and volunteers not resulting in claims for compensation. Includes official accident and incident reports.	Destroy 45 years after action completed
Records relating to the management of personal injuries to visitors aged under 18 years, not resulting in claims for compensation.	Destroy when a person turns 25 years, or 7 years after the last action, whichever is later.
Registers of accidents and incidents.	Destroy 60 years after the last entry.
Dispose of appeals records as if they form part of the claim file. Records relating to the management of claims under the <i>Workers Rehabilitation and Compensation Act 1986</i> . Includes incident reports, medical records, advice, appeals, litigation, payments and other information related to the case.	Destroy 75 years after the workers date of birth or 7 years after the case is closed, whichever is later.

Source:

Department for Education and Child Development. (2016). Injury Management Policy  
Department for Education and Child Development Injury Incident Reporting and Investigation Procedure. (2016)

Adopted: June 2004

Table 1: Revision Record – Started August 2017

VERSION	APPROVAL DATE	NEXT REVIEW	REVISION DESCRIPTION
1.1	August 2017	April 2019	Policy revised in accordance with DECD revised reference policy and procedures.