

# FAMILY DAY CARE AUSTRALIA

## CHECKPOINT SERIES

# INCIDENT, INJURY, TRAUMA AND ILLNESS

The National Law refers to the taking of every reasonable precaution to protect children from harm and hazards likely to cause injury.<sup>1</sup> The National Quality Standard<sup>2</sup> focuses on safeguarding and promoting children's health and safety.

Accordingly, the approved provider of a family day care service must have policies and procedures in the event of incident, injury, trauma and illness.<sup>3</sup>

In addition, approved providers and family day care educators must keep an incident, injury, trauma and illness record. The information must be included in the record as soon as practicable, but not later than 24 hours after the incident, injury, trauma or onset of illness. The incident, injury, trauma and illness record must be kept confidential and stored until the child is 25 years old.<sup>4</sup>

## Key Points

- Children are naturally curious, continually challenge their own abilities and may not think about, or be aware of possible consequences for their actions. While learning environments need to provide suitable challenges, the health and safety of children is paramount.
- With the potential for illnesses to be spread easily, it is essential for educators to utilise effective health and hygiene guidelines and practices.
- It is necessary for the service, staff and educators to have access to current health and safety information from recognised authorities.
- Open communication with families is essential. There needs to be communication that encourages families to share and provide up to date information about their child's health and wellbeing as well as services providing feedback about the children's daily

experiences and where required information regarding any incidents, injury, trauma or illness.

- Additional service policies and procedures such as Infectious Diseases, Administration of First Aid, Medical Conditions and various Health and Safety matters will link directly and will provide further guidance.
- There are requirements for the approved provider of the service to notify the regulatory authority within 24 hours of the incident.<sup>5</sup>

## Checkpoint Questions

- Are you aware of the service's policies and procedures in relation to incident, injury, trauma and illness?
- Are you familiar with these policies and procedures and other health and safety related policies and procedures?
- Do you ensure that records of incidents, injury, trauma and illness are recorded within 24 hours of the occurrence and are stored confidentially?
- Do you provide notification to families as soon as possible and within 24 hours of the incident?
- Where a serious incident occurs in your service, are you aware of your responsibilities to ensure that the service can notify the regulatory authority within the required timeframe?

## Useful Resources

[ACECQA Record Sample](#)

[Kidsafe NSW](#)

[Kids Health Fact Sheets](#)

[Staying Healthy in Childcare - 5th Edition](#)

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PO Box 571 Gosford NSW

Telephone: 1800 658 699

Email: [enquiries@fdca.com.au](mailto:enquiries@fdca.com.au)

Website: [www.fdca.com.au](http://www.fdca.com.au)



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