INJURY INCIDENT REPORTING AND INVESTIGATION POLICY

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 (DECD) Injury Incident Reporting and Investigation Procedure (2014). The purpose of the procedures is to provide processes for the timely response and management of:

• Injury incidents which occur at the Yankalilla Community Children’s Centre (YCCC)
• Statutory reporting requirements of serious and notifiable incidents to various regulatory authorities.

Notifiable Incidents
Serious incidents need to be reported to SafeWork SA 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 16 of the (DECD) Injury Incident Reporting and Investigation Procedure (2014) Notifiable incidents for EECSRSB are defined on page 12 of the (DECD) Injury Incident Reporting and Investigation Procedure (2014)

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. For children attending the childcare program this report must be read, signed and dated by the person collecting the child on the day of the 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.
• 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 2014 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 12)
2. In cases of serious injuries or incidents, (see definition DECD procedures page 12) inform the Incident
   Management Division (IMD) on 84636564 and the Education Director (Richard Costi 83939215)
3. Complete an Incident, Injury, Trauma and Illness Record (located on Director’s computer desktop) to
   notify the child’s parent of the incident.
4. 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.

STAFF INJURY
Employee will:
- Report all injuries to the Director as soon as the injury incident has occurred.
- Complete an DECD ED155 Injury Report Form (located on the WHS board in the staffroom)
  within 12 hours of the event and give to the Director.

Director will:
- Enter the injury incident into IRMS as soon as possible but within 12 hours of the event.
- Conduct an investigation of the injury or incident and ensure the details of the injury or incident
  and investigation is recorded in the IRMS within 24 hours of the event.
- Provide a copy of the submitted Injury Report to the employee 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.

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

REPORTING AN INJURY WITH A WORKERS COMPENSATION CLAIM
Employee will:
- Report all injuries to the Director as soon as the injury incident has occurred.
- Complete an DECD ED155 Injury Report Form (located on the WHS board in the staffroom)
  within 12 hours of the event and give to the Director.
- Complete WorkCover SA Claim Form as soon as possible
- Give approval to the worksite manager for the forms to be completed, if they unable
  to do so themselves.
- Attach a workers compensation medical certificate to the WorkCover SA Claim Form
- Complete an Application for Leave of Absence form if absent from work due to an injury. (N.B.
  mark as WorkCover claim).
DECD Employees:
- Forward accounts for payment to Health and Safety Services Level 3, 31 Flinders Street, ADELAIDE. 5000 (fax: 82261177) within 48 hours.

YCCC Employees:
- Forward accounts for payment to Employers Mutual, Level 15, 26 Flinders Street, Adelaide

The Director will:
- Immediately complete the Injury Report directly into the IRMS (this notifies Health and Safety Services).
- Ensure the employee completes all relevant forms listed above.
- Conduct a Site Assessment for Rehabilitation Assistance.
- Ensure confidentiality of information (in accordance with the Workers Rehabilitation and Compensation Act 1986 - Section 112 and 112AAA; OHS&W Act 1986 Section 55; OHS&W Regulations 1995, Division 6.3.1).
- Provide a copy of the submitted Injury Report to the employee
- Sign the WorkCover SA Claim Form and complete the manager section in the IRMS within 48 hours.
- Keep copies of all forms.

DECD Employees:
Forward the following documents to the Health & Safety Services Courier R11/7 within 48 hours:
- WorkCover SA Claim Form
- Workers Compensation Medical Certificate
- Application for Leave of Absence where appropriate

YCCC Employees:
Forward the following documents to Employers Mutual, Level 15, 26 Flinders Street, Adelaide. 5000 within 48 hours:
- WorkCover SA Claim Form
- Workers Compensation Medical Certificate

Health and Safety Representative, where present, shall:
- Assist the worksite manager investigate the incident or injury
- Endorse all injury reports unless requested otherwise by the person submitting the report

VOLUNTEER INJURY
The Volunteer will:
- Report all injury incidents to the Director as soon as possible but within 12 hours of the event.

The Director will:
- Notify SafeWork SA of a notifiable incident by telephone on 1800 777 209 as soon as possible but within 24 hours of the event.
- Advise the volunteer they may lodge a claim with the DECD Legal Services Unit by forwarding a copy of the Injury Report (IRMS) and any accounts to the Legal Services Unit (R11/13).

INVESTIGATING THE CAUSE OF AN INJURY AND/ OR INCIDENT
The Director, in consultation with the HSR (if applicable), must:
- Investigate the cause of any injury incident within 24 hours of the event.
- Not disturb the scene, except to help the injured person, until all relevant information is gathered and the scene has been thoroughly inspected. SafeWork SA inspectors and / or the Police may want to investigate the scene.
- Discuss the circumstances surrounding the incident with the injured person and/or any witnesses.
• Consult any relevant documentation: eg. procedures, guidelines, fact sheets, hazard reports, maintenance records, etc.
• Reconstruct the events that led to the incident taking into account all possible causes including underlying or procedural failures or inadequacies.
• Base corrective action on the hierarchy of control eg. elimination, substitution, engineering, administration and training and the use of personal protective equipment.
• Record all details on IRMS by creating additional notes if necessary.
• Review and evaluate corrective action and any relevant procedures and modify if necessary.

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.

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

Source:
Injury Incident Reporting and Investigation Procedure – Department for Education and Child Development – March 2014

Adopted: June 2004 Last Reviewed: February 2015 To be reviewed: February 2016