

Enkindle Village School



Incident, Injury and Trauma Policy

1. Statement

Enkindle Village School (the School) is committed to the health and safety of all students, employees and volunteers. The School will appropriately respond to any incident, injury or trauma to a student, employee or volunteer at the School.

2. Purpose

The purpose of this policy is help provide a safe and healthy environment at Enkindle Village School by appropriately responding to any incident, injury or trauma.

3. Scope

Students attending the School, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

4. Principles

The School will:

- Develop step-by-step procedures on how to manage an incident, injury or trauma that occurs at the service, which aligns with the requirements under the Enkindle Village School Work Health and Safety Policy, Privacy Policy, Serious Misconduct Policy, Child Protection Policy, and Child Risk Management Policy;
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the School;
- Notify Townsville Independent School Association Inc (the Board), within 24 hours of:

- A serious incident at the School;
 - Any incident that requires the School to close or reduce the number of children attending the School for a period;
 - Any circumstances at the School that poses a significant risk to the health, safety or wellbeing of a student attending the School.
- Record in the incident report and incident register if an incident, injury or trauma occurs whilst the child is at the School. The record must include:
 - Details of any incident in relation to a student or injury received by a student or trauma to which a student has been subjected while the student is at the School including—
 - i. The name and age of the child; and
 - ii. The relevant circumstances leading to the incident, injury or trauma; and
 - iii. The time and date the incident occurred, the injury was received, or the student was subjected to the trauma;
 - Details of the action taken by the School in relation to any incident, injury or trauma which a student has suffered whilst at the service including—
 - i. Any medication administered, or first aid provided; and
 - ii. Any medical personnel contacted;
 - Details of any person who witnessed the incident, injury or trauma;
 - The name of any person—
 - i. Whom the School notified or attempted to notify, of any incident, injury or trauma which a student has suffered whilst at the School; and
 - ii. The time and date of the notifications or attempted notifications;
 - The name and signature of the person making an entry in the record, and the time and date that the entry was made; and
 - The information above must be included in the incident, injury and trauma record as soon as practicable, but not later than 24 hours after the onset of the incident, injury or trauma.

Responsibilities

Enkindle Village School

The School has the following role and responsibilities:

- Develop appropriate procedures on how to manage an incident, injury or trauma that occurs at the School;
- Notify parents as soon as practicable, but at least within 24 hours, if their child is involved in any incident, injury or trauma whilst at the School;
- Notify the Board within 24 hours as required under the policy; and
- Keep an incident, injury and trauma record for any student if an incident, injury or trauma occurs whilst the student is at the School.

Employees

Employees of the School have the following role and responsibilities:

- Be aware of, and act in accordance with the School Incident, Injury and Trauma Policy and Incident, Injury and Trauma Procedures; and
- Accept and act upon decisions by the School to respond appropriately if an incident, injury or trauma occurs at the School.
- To verbally report and record all incidents and near miss events.
- In the event of an incident or unsafe situation, take actions that are reasonable and practical to protect their own safety and the safety of other persons.
- Participate in incident investigations as required and contribute to the development of corrective and preventative actions.

Families

Families of the School have the following role and responsibilities:

- Be aware of, and act in accordance with the School's Incident, Injury and Trauma Policy and Incident, Injury and Trauma Procedures; and
- Accept and act upon decisions by the School to respond appropriately if an incident, injury or trauma occurs at the School.

Implementation

In practice, the School's commitment to appropriately respond to an incident, injury or trauma at the School means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of appropriately responding to an incident, injury or trauma, including by the development and implementation of this Policy and Incident, Injury and Trauma Procedures;

- Training – providing employees with appropriate training in first aid and emergency procedures; and
- Record keeping, monitoring, reporting – keeping appropriate records, monitoring and reporting on incident, injury or trauma within the School in line with this Policy and the School’s Privacy Policy.

Compliance and Monitoring

The School will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Board, employees and families; and
- Parents of student enrolled at the School are notified at least 14 days before the School makes any change to a policy or procedure that may have a significant impact on the School’s provision of education and care to any student enrolled at the School or the family’s ability to utilise the School.

5. Definitions

Incident: Any unplanned event resulting in or having potential for injury, ill health, harm or other loss.

Critical Incident: A critical incident that requires a School alert is an event that poses a risk to the health, safety or wellbeing of one or more individuals in the School community and impacts on the operation, educational program, environment and/or reputation of the School.

Dangerous incident: An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance;
- an uncontrolled implosion, explosion or fire;
- an uncontrolled escape of gas or steam;
- an uncontrolled escape of a pressurised substance;
- electric shock;
- the fall or release from a height of any plant, substance or thing;

- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or of any shoring supporting an excavation;
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel;
- the interruption of the main system of ventilation in an underground excavation or tunnel;
- any other event prescribed under a regulation; but does not include an incident of a prescribed kind.

Injury: Any physical harm to the body caused by violence or incident.

Near miss: An unplanned event that did not result in an injury or illness to people, danger to health and/or damage to property but had the potential to do so.

Serious incident:

- a) the death of a child—
 - i. while being educated and cared for by the School; or
 - ii. following an incident while being educated and cared for by the School;
- b) any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by the School—
 - i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - ii. for which the child attended, or ought reasonably to have attended, a hospital;
Examples: Whooping cough, broken limb, anaphylaxis reaction.
- c) any incident where the attendance of emergency services at the premises was sought, or ought reasonably to have been sought;
- d) any circumstance where a child —
 - i. appears to be missing or cannot be accounted for; or
 - ii. appears to have been taken or removed from the School in a manner that contravenes policy and regulation; or
 - iii. is mistakenly locked in or locked out of the premises or any part of the premises.

Serious injury or illness: The Work Health and Safety Act 2011 and the Safety in Recreational Water Activities Act 2011 set out that a serious injury or illness of a person is:

- an injury or illness requiring the person to have,
 - immediate treatment as an in-patient in a hospital,
 - immediate treatment for:
 - i. the amputation of any part of his or her body,
 - ii. a serious head injury,
 - iii. a serious eye injury,
 - iv. a serious burn,
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping),
 - vi. a spinal injury,
 - vii. the loss of a bodily function,
 - viii. serious lacerations,
 - medical treatment (treatment by a doctor) within 48 hours of exposure to a substance.
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - with micro-organisms,
 - that involves providing treatment or care to a person,
 - that involves contact with human blood or body substances,
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Trauma: an emotional wound or shock that often has long-lasting effects or any physical harm to the body caused by violence or an incident

6. Legislation

- *Work Health and Safety Act 2011 (Qld)*

- *Work Health and Safety Regulation 2011 (Qld)*
- *Work Health and Safety Codes of Practice*
- *Workers' Compensation and Rehabilitation Act 2003 (Qld)*
- *Workers' Compensation and Rehabilitation Regulation 2014 (Qld)*
- *Electrical Safety Act 2002 (Qld)*
- *Electrical Safety Regulation 2013 (Qld)*

7. Supporting Documents

- Incident, Injury and Trauma Procedures
- First Aid and Administration of Medication Policy
- Work Health and Safety Policy
- Student Welfare Policy
- Serious Misconduct Policy
- Child Protection Policy
- Child Risk Management Policy
- Privacy Policy

8. Appendices

- Appendix A – Incident Report
- Appendix B – Incident Register

9. Version Control

Approval Details

Policy Sponsor	Secretary
Approval authority	Management Committee
Version Number	1
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