



FORBES PRIMARY SCHOOL



Government of South Australia

Department for Education

OSHC Incident, injury, trauma and illness record

DOCUMENT CONTROL

File Location:	OSHC office
-----------------------	-------------

Approved By: Principal Governing Council	Principal: KIRBY DICKINSON	Governing Council Chairperson: AIRLIE KELLY
---	--------------------------------------	---

Next Review: 24 Months (10/ 2024)	Policy Scope: School Specific	Date Approved: October 2022
Alecia Cailles, Director	Kirby Dickinson, Principal	Airlie Kelly, Governing Council Chairperson

Aim

Forbes Primary School OSHC aim to provide a healthy, safe environment. At times, children, Educators and/or visitors may become injured. The severity can range from minor (eg paper cut) to more severe requiring further medical attention.

Implementation

Please also refer to *Administration of First Aid Policy*.

Educators will follow standard first aid procedures and medical care plans provided by health professionals to maintain the health and wellbeing of all children in our care. At least one person at all times will have current first aid training. It is preferable that all Educators hold current first aid qualifications.

Educators will complete an incident, injury, trauma or illness record if they witness an incident or are the first person to be made aware of the incident (for example when a child self reports). Families must sign the incident report upon collection, and will be notified of what has occurred. Once the form is complete, it will be sighted and signed by the Director and placed in the child's file. As per the National Regulations, all incident, injury, trauma and illness records need to be kept until the child is 25 years old so need to be filled in accurately and with as much detail as possible.

A medication log will be used to record any ongoing prescribed medication, and any medication supported by a care plan. Parents will be notified of any administration of medication that is not regular (eg puffer for asthma).

Forbes Primary School OSHC follow the most recent version of 'Staying Healthy in Childcare' in regards to illness, exclusion periods and reporting of illnesses. Parents will be phoned for any head injuries, critical incidents and for any injury or illness where the Educator has concerns about the child's health and wellbeing. If an ambulance is required, parents will be notified as soon as possible after the ambulance has been called.

Critical incidents will be reported to the Nominated Supervisor (Principal), as well as reporting to the Education Standards Board within 24 hours. Where a family seeks further medical attention for an injury, a copy of the injury record will be provided to families and the incident reported to the Nominated Supervisor (Principal) and Education Standards Board.

Last reviewed: October 2022	Next review due: October 2024
-----------------------------	-------------------------------