
	Management Area: Childrens Services	Version No: 2.0 Pages: 4
	Category of Policy: Operational	Approval Date: 19/07/2023 Policy Approver: Head of Children's Services
Policy Title: Incident, Injury, Trauma and Illness Policy		Author: YMCA's of Australia

# YMCA SOUTH AUSTRALIA

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## Incident, Injury, Trauma and Illness Policy

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## 1. Purpose

This policy is to ensure the health and safety of children, educators and visitors in attendance at any YMCA service. The policy outlines the key requirements of safe and effective management in case of incident, injury, illness or trauma and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care.

## 2. Scope

The scope of this Policy applies to all Board members, Sub Committee members, educators, and volunteers. This Policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this Policy.

## 3. Policy Statement

Educators are diligent in accident prevention through consistent, effective supervision and through the mindful setting of the play spaces and equipment. In compliance with the Education and Care Services National Regulations and YMCA Policy, all Education and Care Services First Aid Kits must be available. When determining if an incident, injury or event is minor, major or critical it is not only important to consider the actual consequence or impact, but also the potential impact of an event.


Externally Notifiable or Reportable Incidents:

Where an event meets the requirements of a 'notifiable incident' or reportable event, notification must be made within the timeframe of State Regulator or Authority requirements, following internal reporting of the event. Notifications to Work Safe, Department of Education and Training, or similar are to be made.

All YMCA Associations to refer to their local Emergency Management Procedures and Incident Management Procedures.

## 4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

## 5. Definitions

### Minor

A minor event is low in impact and can be resolved locally.

### Major

A major event requires immediate attention and action, it can however be managed locally with specialist direction.


### Critical

A critical event requires immediate attention and decisive action by educators locally and organisationally.

## 6. Key Relevant Documents

- National Early Years Learning Framework (EYLF)
- My Time, Our Place: Framework for School Age Care (MTOP)
- ACECQA serious incident reporting portal
- Safeguarding Children and young people policy
- Staying healthy in Childcare (5th Edition)

## 7. Legislative and Industry Requirements

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- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standard
- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Environment Protection Act 1993

## 8. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

## 9. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	19/07/2023	Removed interstate legislation references. Updated legislative and industry requirements.		