



Incident, Injury, Trauma and Illness Policy

Purpose of this policy

To ensure a safe and healthy environment for children attending Hawthorn Early Years through clear responses to incidents, injury, trauma and illness events at the Service.

Policy

Hawthorn Early Years will maintain a set of procedures to manage incidents, injury, trauma and illness within the Service including the provision of relevant training for employees. The Service will manage incidents promptly with a focus on the children's health and wellbeing and report any incident to parents, and where applicable, the relevant authorities within mandated timeframes.

Scope of Policy

This policy applies to the Approved Provider, the Board of Hawthorn Early Years, all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Application of policy

This policy applies to the day-to-day management of the Service and incorporates all planning, activities and procedures.

Implementation of policy

This policy will be implemented through the adherence of all relevant procedures and practices.

Procedures relating to this policy

1. Notification of Incident, Injury, Trauma and Illness Procedure
2. First Aid Procedure