
	Management Area: Children's Services	Version No: 5.0 Pages: 4
	Category of Procedure: Operational	Approval Date: 01/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Incident, Injury, Trauma, and Illness Procedure		Author: Head of Children's Services

# YMCA SOUTH AUSTRALIA

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## Incident, Injury, Trauma, and Illness Procedure

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## 1. Purpose

The YMCA of South Australia will ensure the safety and wellbeing of staff, children and visitors, within the centre and on excursions, through proper care and attention in the event of an incident, injury or trauma.

The service will make every attempt to ensure sound management of any injury to prevent any worsening of the situation. Parents or emergency contacts will be notified as soon as is practicable when a child is involved in any incident, injury or trauma while is being educated and cared for by the service.


## 2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure 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 procedure.

## 3. Procedures

To enable staff to fulfil their duty of care in the event of an incident, injury, or trauma:

- Parents are required to provide written consent for the staff to seek medical attention for their child, if required before they start in the centre. This will be recorded on their enrolment form.
- Parents are required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- Parents will be required to supply two contact numbers in case of an emergency or accident.
- If a child, staff member or visitor is involved in an incident, injury, or trauma while at the centre, they will be attended to immediately by a staff member who holds a first aid certificate.
- In the case of medication being required in an emergency without prior consent of the parents/caregivers, staff are to secure that consent from a registered medical practitioner.
- Anyone injured will be kept under adult supervision until they recover, or an authorised person takes charge of them.
- The Nominated Supervisor or approved provider will ensure that a written record is kept with details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while being educated and cared for by the service, including—
  - The name and age of the child; and
  - The circumstances leading to the incident, injury, or trauma; and
  - The time and date the incident occurred, the injury was received, or the child was subjected to the trauma.

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- The Nominated Supervisor will be notified of all incidents, injuries and trauma and the Administration of First Aid Procedure will be adhered to by all staff.
- In the event of a serious incident, injury or trauma, the First Aid officer on site will immediately call the ambulance and notify the parent/caregivers of the situation.

#### 4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p>
Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the procedure.</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 procedure - and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this procedure.</p>

#### 5. Key Relevant Documents

- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004

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## 6. Monitoring Evaluation and Review

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

## 7. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	27/05/2016	Updated.		
3.0	05/08/2019	Converted to procedure.		
4.0	01/07/2023	Reviewed and updated.	01/08/2023	July 2025
5.0	26/05/2025	Updated scope. Updated roles and responsibilities. Updated relevant documents.	26/05/2025	May 2027