



Outside School Care NT

OSC-NT. 26 – Serious Incident Policy

Policy Description	This policy document outlines the guidelines that will be followed by OSC NT staff when dealing with a serious incident (as defined by Education and Care Services National Law).
1.0 Definition of Serious Incident	<p>12 Meaning of serious incident</p> <p><i>For the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—</i></p> <ol style="list-style-type: none"> 1) the death of a child— <ol style="list-style-type: none"> a) while being educated and cared for by an education and care service; or b) following an incident while being educated and cared for by an education and care service; 2) any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service— <ol style="list-style-type: none"> a) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or (Examples Whooping cough, broken limb, anaphylaxis reaction.) b) for which the child attended, or ought reasonably to have attended, a hospital; 3) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought; 4) any circumstance where a child being educated and cared for by an education and care service— <ol style="list-style-type: none"> a) appears to be missing or cannot be accounted for; or b) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or c) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.
2.0 Serious Incident Procedures	<p>The sequence of actions to be taken when a serious incident occurs are outlined in the Serious Incident Procedures document.</p> <p>These procedures include:</p> <ol style="list-style-type: none"> i) Initial first aid (if required) ii) Contact of Emergency Services iii) Communication with OSC NT Management and Parent/Guardians iv) Submit a Notice of Serious Incident to the Regulatory Authorities
3.0 Documentation and Notifications	Notifications must be made to QualityCENT via the online portal NQA ITS or via phone or email within 24 hours of the serious incident occurring.
4.0 Staff interviews and statements	<p>In the case of serious incidents written statements should be taken from all staff on shift at the time of the incident documenting:</p> <ol style="list-style-type: none"> 1) Their awareness and observation of the incident 2) A timeline of the incident 3) Casual factors or preventative measures that were or wer not carried out
Related Policies and Proceures. Forms and Checklists:	<p>Child headcount document Sign in/out sheet Incident, injury, trauma and illness Record S101 Notification of Serious Incident Form (Quality CET NT)</p>

	Sign In / Sign Out Procedure Serious Injury, Trauma, Illness procedure
Specific Information for Parents:	Incident, injury, trauma and illness Record
Sources/References:	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017; Regulations 12, 85-87 2. Education and Care National Services Law, section 174(5) 3. National Quality Standards February 2018, standards: 2.1, 2.1.4, 2.3, 2.3.3, 2.3.4, 6.1, 6.2, 6.3
Version Control/Updates:	<p>Version: 2.0 January 2014</p> <p>To be reviewed and updated by: June 2014</p> <p>Version: 3.0 September 2017</p> <p>To be reviewed and updated by: September 2018</p>

