

# Before and After Program Incident Response Policy

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## 1. Purpose

1.1 The purpose of this policy is to outline how staff will respond to a serious incident that takes place at the Before and After Care Program.

## 2. Definition

2.1 A serious incident means any of the following:

- 2.1.1 The death of a child while attending the Before and After Program
- 2.1.2 An injury that required medical attention
- 2.1.3 A fire or disaster that happens at a facility used by the Before and After Program
- 2.1.4 When operational or safety issues arise

## 3. Procedures

3.1 The following is how staff should respond to a serious incident or accident:

- 3.1.1 Staff member will immediately secure emergency medical assistance.
- 3.1.2 Staff member will notify child's parent or guardian.
- 3.1.3 Staff member will notify the school principal or pre-primary manager.
- 3.1.4 Staff member will notify a Monitoring team member

## 4. Documentation

4.1 Program staff are to complete a Summary Report (for incident or accident) when First Aid Treatment is carried out on a child or when an injury becomes apparent (such as bruising, swelling, cuts, scratches or bites). Summary Reports are useful tools to identify recurring patterns in the program and generate possible solutions. Reports should be completed immediately following the incident by the staff who witnessed the incident and provided first aid.

4.2 When filling out a report, please remember the following:

- 4.2.1 The child's full name, the date, the time.
- 4.2.2 A summary account of what happened, never assume. If an incident account is told by the child then write "Sarah told me that....."
- 4.2.3 Parents are to read the Summary Report and encouraged to sign the form.
- 4.2.4 The report is to be filed in the child's folder in the office.
- 4.2.5 A copy of the Report may be provided to the Parent/Guardian(s) when requested.

