



## Serious Injury or Death Policy Policy

Indooroopilly Montessori Children's House

Date: Sept 2006

Dates Reviewed: Nov 2007, Feb 2008, **May 2009**

### **In the event of a staff member finding a child or an adult who is not breathing the following procedure will apply:**

- The staff member will conduct an initial survey of the area for danger and ensure the safety of self and others and call for assistance from another staff member
- When safe to do so, commence CPR and instruct the other staff member to call the ambulance.
- Other staff will ensure all children are relocated away from the area and supervised
- The Director (or person in charge in her absence) will contact parent/guardian/ next of kin as soon as possible
- On contacting the above parties they will calmly advise that there has been an accident/incident involving (name of child/adult) and suggest they come to the centre or meet the ambulance at the hospital.
- In the **event of a death** staff cannot give this information as only a medical officer can pronounce life extinct.
- A staff member will be sent in the ambulance if necessary.
- Once death has been determined the Director will notify the police of a death in the centre and will then take further instructions as to further action from the police.
- The Director will notify the State Licensing Department and the owners of the Centre in case of both serious injury and death.
- No Centre Staff member is to give information to other families or the media. This ban applies both during tenure of employment, and when employment at the Centre has ceased.  
The Licensee will consult with the Centre Directors and issue a statement if necessary.
- **Staff are not authorised to, and should never, admit guilt or liability**
- A centre Major Accident Form will be completed as well as a Reporting of Serious Injury or Death form for the Licensing Department.
- All staff directly involved will prepare a statement of events that lists the sequence of actions taken. This will be signed by each staff member on

completion and a copy will be filed with the Major Accident form in the child/adult file

- The Centre will support the family in all ways.
- The Directors will provide debriefing and Grief counselling for staff using an outside facilitator.
- Staff/child/family responses to the incident will be monitored over a period of time and continue provision of counselling as needed.

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### **Sources**

Department of Communities.(2009). *Reporting a serious injury or Death: CC-form 27, Child Care Act 2002, (Section 81) Queensland*. Retrieved 20<sup>th</sup> May 2009.

[www.communities.qld.gov.au](http://www.communities.qld.gov.au)

Village Kids Children's centre. (2009). *Policy on Accidents, Incidents and Death*. Retrieved 20<sup>th</sup> May 2009.

[www.villagekids.com.au](http://www.villagekids.com.au)