

# Death of a child policy

2020

## NQS

QA2	2.2.2	Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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## National Regulations

Regs	12	Meaning of serious incident
	85	Incident, injury, trauma and illness policies and procedures
	176	Time to notify certain information to Regulatory Authority

## Aim

Educators or the Nominated Supervisor will ensure that immediate and appropriate action is taken to notify any relevant authorities in the event of the death of a child whilst at the Service.

## Related Policies

Emergency Service Contact Policy

Emergency Management and Evacuation Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

## Who is affected by this policy?

Child

Staff

Families

Management

## Implementation

Educators will follow and implement this procedure:

- Attempt CPR pursuant to current guidelines.
- Call an Ambulance immediately on 000.
- The Nominated Supervisor will call the parents/guardians of the child and arrange to meet at the Hospital or medical facility.
- Medical staff will advise parents.
- Contact Insurance Company.



- Notify state Police Department.
- Notify Regulatory Authority

### **Notification of a Serious Incident**

The death of a child being educated and cared for at the service, or following an incident while being educated and cared for at the service, is a “serious incident” under the national law. The Approved Provider will notify the regulatory authority as soon as practicable and within 24 hours of the death through the online NQA ITS.

The documentation will be kept until the end of 7 years after the death.

### **Work Health and Safety (OHS) requirements**

The death of a person is a “notifiable incident” under the work, health and safety legislation. The approved provider or nominated supervisor must notify WorkCover by telephone or in writing (including by facsimile or email) as soon as possible after the death. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The approved provider/nominated supervisor must ensure the site where the death occurred is left undisturbed as much as possible until an inspector arrives or as directed by WorkCover.

### **Sources**

**Education and Care Services National Regulations**

**National Quality Standard**

**Work Health and Safety Act 2011**

**Work Health and Safety Regulation 2017**

### **Review**

The policy will be reviewed annually by:

Management

Employees

Families

Interested Parties

### **Related Telephone Numbers**

- Early Childhood Directorate 1800 619 113
- NSW Health 9391-9000
- Health Direct 1800 022 222
- Emergency Services 000
- ACECQA 1300 422 327
- Police 000



## Amendment History

Version	Amendment	Short Description
101	Update approved provider	Approved provider update

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 22<sup>nd</sup> February, 2020

Version: 101

Last Amended By: Veronica Klumper-Peters

Next Review: 22<sup>nd</sup> February, 2021

Position: Approved Provider/Managing Director