



P.O. Box 1050, Woden, ACT, 2606
 Ph: 6281 3121
 Email: wodenecc@tpg.com.au

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety

2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations

Children (Education and Care Services) National Law

Sec.165	Offence to inadequately supervise children
Sec. 174 (2)(a)	Prescribed information to be notified to Regulatory Authority
Sec.176(2)(a)	Time to notify certain information to Regulatory Authority
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
93	Administration of medication
95	Procedure for administration of medication
97	Emergency and evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
117	Glass
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
183	Storage of records and other documents

Introduction

Woden Early Childhood Centre (WECC) believes that the health and safety of children in education and care services is the responsibility of all approved providers and educators. By law, policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in WECC. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all the elements of wellbeing and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Educators have a duty of care to respond to and manage illnesses, accidents & trauma that occur at the Centre to ensure a high level of protection, safety and wellbeing of children, educators and visitors during the hours of the Centre's operation. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases.

Our Centre implements procedures as stated in the *Staying healthy: Prevented infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government-Department of Health* and local Public Health Units in our jurisdiction under the Public Health Act.

Scope

This policy applies to children, families, staff, management and visitors of the service.

Goals

The Nominated Supervisor or Director will:

- develop program goals that promote the wellbeing of each child
- establish procedures and practices that minimize the risk of harm to children, whilst promoting positive risk in play (see *Promoting Positive Risk in Play* policy)
- maintain communication with families to ensure that they are informed of any incidents, injury, trauma and/or illness to their child via our OWNA app.
- ensure that records of any incident, injury, trauma and/or illness are documented, transmitted to the ACT Government's Children's Education and Care Assurance (CECA) team as required and kept according to regulatory requirements (Appendix 3)
- ensure that this policy is implemented in conjunction with the Emergency and Evacuation policy

Strategies

The Nominated Supervisor or Director and the educators of WECC will consider the development of children's wellbeing as paramount to the educational philosophy of WECC. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

We have a duty of care to ensure that all children, educators, families, management, volunteers and visitors are provided with a high level of protection during the hours of the service's operation. Infections are by far the most common cause of fever in children. In general, a fever is nature's response to infection, and can help the body fight infection

The Nominated Supervisor or Director will ensure:

- service policies and procedures are always adhered to
- the CECA section are notified of any serious incident at WECC, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised
- educators hold a current approved first aid qualification
- educators hold a current Working with Vulnerable Person card
- WECC holds the correct number of first aid kits required, and that each is suitably equipped and maintained, that are easily accessible; this includes excursion first aid bags
- first aid kits are suitably prepared and checked on a three-monthly basis (First Aid Kit Record)
- educators are aware of appropriate record keeping requirements in the event of any incident, injury, trauma or illness to children whilst in the care of WECC, and that this information is completed no later than 24 hours after the incident occurred, accurately and without deferral
- educators are aware of the appropriate accessibility for approved officers¹ and families to these records and the appropriate storage of these records according to regulatory requirements
- educators have access to appropriate up to date information, or professional development on the management of incidents
- educators have access to the regulations and law and are aware of their responsibilities under these, ensuring that this occurs as part of staff induction or orientation to WECC and that position descriptions reflect this responsibility
- adults or children who are ill are excluded for the appropriate period.
- staff and children always practice appropriate hand hygiene.
- appropriate cleaning practices are followed.
- educators or Staff who have diarrhoea do not prepare food for others.
- to keep cold food cold (below 5 °C) and hot food hot (above 60°C) to discourage the growth of bacteria.
- notify parents of any infectious diseases circulating the Service within 24 hours of detection
- educators' qualifications are displayed where they can be easily viewed by all educators, families & authorities
- first aid qualified educators are present at all times on the roster and in the Service
- exclude children from the Centre if they feel the child is too unwell
- that if the situation or event presents as imminent or severe to the health and wellbeing of any person present at the Centre or if an ambulance is called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident or as soon as practically possible.

Educators will:

- advise the parent to keep the child home until they are feeling well, and they have not had any symptoms for at least 24-48 hours.
- practice effective hand hygiene techniques
- ensure that appropriate cleaning practices are being followed in service
- disinfect toys and equipment on a regular basis which is recorded on the toy cleaning register
- ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate
- consider the planning of the physical environment and experiences, ensuring that the spaces are safe
- thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing
- respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times
- seek further medical attention for a child if required
- be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development

- compile information and be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness
- respond to children showing signs of illness and begin monitoring the symptoms of the child and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child
- in the event that a child is sent home, educators will fill out an Illness Register (Appendix 4) as well as an Illness Record
- in response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required
- maintain appropriate work health and safety standards when attending to children's injuries and applying first aid
- develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities
- check that equipment and furniture in the Centre is well maintained and that any materials that may be hazardous are removed or repaired
- ensure that hazardous items are inaccessible to children
- be involved in regularly reviewing and discussing policy and procedure and consider any improvements that need to be made to this policy

Families will:

- be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at WECC, and exclusion practices, including immunisation status, illnesses at WECC and promoting positive risk in play
- inform WECC of their child's particular requirements, and provide any relevant paperwork to the service, such as immunisation status, letters from a medical professional etc.
- be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the incident report
- receive access to this policy and notification of its existence
- be provided access to information on children's development, the service program, and relevant resources (such as Kidsafe, SIDS and Kids, for example) from WECC

Identifying Signs and Symptoms of Illness

Early Childhood Educators and Management are not doctors and are unable to diagnose an illness or infectious disease. To ensure the symptoms are not infectious and minimise the spread of an infection medical advice is required to ensure a safe and healthy environment.

Symptoms indicating illness may include:

- behaviour that is unusual for the individual child
- high temperature or fevers
- loose bowels
- faeces which is grey, pale or contains blood
- vomiting
- discharge for the eye or ear
- skin that displays rashes, blisters, spots, crusty or weeping sores
- loss of appetite
- dark urine
- headaches
- stiff muscles or joint pain
- continuous scratching of scalp or skin
- difficulty swallowing or complaining of a sore throat
- persistent, prolonged or severe coughing
- difficulty breathing

High Temperatures or Fevers

Children get fevers or temperatures for all kinds of reasons. Most fevers and the illnesses that cause them last only a few days. But sometimes a fever will last much longer and might be the sign of an underlying chronic or long-term illness or disease.

Recognised authorities define a child's normal temperature will range between 36.0°C and 37.0°C, this will often depend on the age of the child and the time of day.

Any child with a high fever or temperature reaching 38°C or higher will not be permitted to attend the service until 24 hours after the temperature/fever has subsided.

Methods to reduce a child's temperature or fever

- encourage the child to drink plenty of water, unless there are reasons why the child is only allowed limited fluids
- remove excessive clothing (shoes, socks, jumpers, pants, etc). Educators will need to be mindful of cultural beliefs
- sponge lukewarm water on the child's forehead, back of neck and exposed areas of skin
- if requested by a parent or emergency contact person, staff may administer Paracetamol (Panadol) to bring the temperature down, however, a parent or emergency contact person must still collect the child
- the child's temperature, time, medication, dosage and the staff member's name will be recorded in the Illness Folder, and the parent asked to sign the Medication Authorisation Form on arrival (Appendix 5)

When a child has a high temperature or fever

- educators will notify parents when a child registers a temperature of 38°C or higher
- the child will need to be collected from the service and will not be permitted back for a further 24 hours after the child's last temperature
- educators will complete an Illness, accident & trauma record and note down any other symptoms that may have developed along with the temperature (for example, a rash, vomiting, etc.)

Dealing with colds/flu (running nose)

Colds are the most common cause of illness in children and adults. There are more than 200 types of viruses that can cause the common cold. Symptoms include a runny or blocked nose, sneezing and coughing, watery eyes, headache, a mild sore throat and possible a slight fever.

Nasal discharge may start clear but can become thicker and turn yellow or green over a day or so. Up to a quarter of young children with a cold may have an ear infection as well, but this happens less often as the child grows older. Watch for any new or more severe symptoms – these may indicate other, more serious infections. Infants are protected from colds for about the first 6 months of life by antibodies from their mothers. After this, infants and young children are very susceptible to colds because they are not immune, they have close contact with adults and other children, they cannot practice good personal hygiene, and their smaller nose and ear passages are easily blocked. It is not unusual for children to have five or more colds a year, and children in education and care services may have as many as 8 – 12 colds a year. As children get older, and as they are exposed to greater numbers of children, they get fewer cold each year because of increased immunity. By 3 years of age, children who have been in group care since infancy have the same number of colds, or fewer, as children who are cared for only at home.

The Nominated Supervisor, Director or senior educators have the right to send children home if they appear unwell due to a cold. Children can become distressed and lethargic when unwell. With discharge coming from the children's nose and coughing, can lead to germs spreading to other children, educators, toys and equipment. The Nominated Supervisor, Director or senior educators will assess each individual case prior to sending the child home.

Diarrhoea and Vomiting (Gastroenteritis)

Gastroenteritis (or 'gastro') is a general term for an illness of the digestive system. Typical symptoms include abdominal cramps, diarrhoea and vomiting. In many cases, it does not need treatment, and symptoms disappear in a few days.

Gastroenteritis can cause dehydration because of the large amount of fluid lost through vomiting and diarrhoea. A person suffering from severe gastroenteritis may need fluids intravenously.

Infectious causes of gastroenteritis include:

- viruses such as rotavirus, adenoviruses and norovirus
- bacteria such as Campylobacter, Salmonella and Shigella
- bacterial toxins such as staphylococcal toxins
- parasites such as Giardia and Cryptosporidium

Non-infectious causes of gastroenteritis include:

- medication such as antibiotics
- chemical exposure such as zinc poisoning
- introducing solid foods to a young child
- anxiety or emotional stress

The exact cause of infectious diarrhoea can only be diagnosed by laboratory tests of faecal specimens. In mild, uncomplicated cases of diarrhoea, doctors do not routinely conduct faecal testing.

Children with diarrhoea who also vomit or refuse extra fluids should see a doctor. In severe cases, hospitalisation may be needed. The family and doctor will need to know the details of the child's illness while the child was at the education and care service.

Children, educators and staff with infectious diarrhoea and/or vomiting will be excluded until the diarrhoea and/or vomiting has stopped for at least 24 hours.

Please note: if there is a gastroenteritis outbreak at the service, children will be excluded for the service until the diarrhoea and/or vomiting has stopped for 48 hours.

If there are 2 or more cases of gastroenteritis, the Nominated Supervisor or Director will report the outbreak to the local health department

Serious injury, Incident or Trauma

Regulations require the Approved Provider or Nominate Supervisor to notify Regulatory Authorities within 24 hours of any serious incident at the Service. The definition of serious incidents that must be notified to the regulatory authority is:

- a) the death of a child:
 - (i) while that child is being educated and cared for by an Education and Care Service; or
 - (ii) following an incident occurring while that child was being educated and cared for by an Education and Care Service;
- b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an Education and Care Service
 - i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - ii. for which the child attended, or ought reasonably to have attended, a hospital; For example: a broken limb
- c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; For example: severe asthma attack, seizure or anaphylaxis reaction
- d) any emergency for which emergency services attended;
- e) any circumstance where a child being educated and cared for by an Education and Care Service
 - i. appears to be missing or cannot be accounted for; or
 - ii. appears to have been taken or removed from the Education and Care Service premises in a

- manner that contravenes the Regulations; or
- iii. is mistakenly locked in or locked out of the Education and Care Service premises or any part of the premises

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

Trauma

Trauma defines the impact of an event or a series of events during which a child feels helpless and pushed beyond their ability to cope. There are a range of different events that might be traumatic to a child, including accidents, injuries, serious illness, natural disasters, war, terrorist attacks, assault, and threats of violence, domestic violence, neglect or abuse. Parental or cultural trauma can also have a traumatising influence on children. This definition firmly places trauma into a developmental context.

'Trauma changes the way children understand their world, the people in it and where they belong' (Australian Childhood Foundation 2010) Making space for learning: Trauma informed practice in school.

Trauma can disrupt the relationships a child has with their parents, educators and staff who care for them. It can transform children's language skills, physical and social development and the ability to manage their emotions and behaviour.

Behavioural Response in Babies and Toddlers who have experienced trauma may include:

- avoidance of eye contact
- loss of physical skills such as rolling over, sitting, crawling and walking
- fear of going to sleep, especially when alone
- nightmares
- loss of appetite
- making very few sounds
- increased crying and general distress
- unusual aggression
- constantly on the move with no quiet times
- sensitivity to noises

Behavioural Response for Pre-School aged children who have experienced trauma may include:

- new or increased clingy behaviour such as constantly following a parent, educator or staff member around
- anxiety when separated from parents or educators
- new problems with skills such as sleeping, eating, going to the toilet or paying attention
- shutting down and withdrawing from everyday experiences
- difficulties enjoying activities
- being more jumpy or easily frightened
- physical complaints with no known cause such as stomach pains and headaches
- blaming themselves and thinking the trauma was their fault

Children who have experienced traumatic events often need help to adjust into the way they are feeling. When parents, educators and staff take the time to listen, talk and play they may find children start to tell or show how they are feeling. Providing children with the time and space lets them know you are available and you care about them.

It is important for educators to be patient when dealing with a child who has experienced a traumatic event. It takes time to understand how to respond to a child's needs and often their behaviour before, parents, educators and staff work out the best ways to support a child. It is imperative to evoke a child's behaviour may be a response to the traumatic event rather than just 'naughty' or 'difficult' behaviour. It is common for a child to provisionally go backwards in their behaviour or become 'clingy' and dependent. This is one of the ways children try to manage their experiences.

Educators can assist children dealing with trauma by:

- observing the behaviours and feeling of a child and the ways you have responded and what was most helpful in case of future difficulties
- creating a 'relaxation' space with familiar and comforting toys and objects children can use when they are having a difficult time
- having quiet time such as reading a story about feelings together
- trying different types of play that focusses on expressing feelings (e.g. 'you look sad/angry right now, I wonder if you need some help?')

There are several ways for parents, educators and staff to reduce their own stress and maintain awareness, so they continue to be effective when offering support to children who have experienced traumatic events.

Strategies to assist Families, Educators and Staff may include:

- taking time to calm yourself when you have a strong emotional response. This may mean walking away from a situation for a few minutes or handing over to another educator or staff member if possible
- planning ahead with a range of possibilities in case difficult situations occur
- remembering to find ways to look after yourself, even if it is hard to find time or you feel other things are more important. Taking time out helps adults be more available to children when they need support
- using supports available to you within your relationships (e.g. family, friends and colleagues)
- identifying a supportive person to talk to about your experiences. This might be your family doctor or another health professional

Living or working with traumatised children can be demanding – be aware of your own responses and seek support from management when required.

Covid 19

Please see WECC's policy specifically related to Coronavirus (Covid-19) Management and its sub policy Responding to a Pandemic.

Evaluation

Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Related policies /documents

- *Allergies*
- *Anaphylaxis management*
- *Asthma management*
- *Coronavirus (Covid-19) management*
 - *Responding to a pandemic*
- *Child protection*
- *Emergency and evacuation*
- *First aid*
- *Hygiene and infection control*
- *Infectious disease*
- *Lockdown*

- *Medical conditions*
- *Medication administration*
- *Promoting positive risk in play*
- *Settling in, grouping and transitioning*
- *Supervision*

Sources and references

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Raising Children Network - http://raisingchildren.net.au/articles/fever_a.html
- Staying healthy in child care. 5th Edition
- Policy Development in early childhood setting
- First Aid Workplace - <http://sydney.edu.au/science/psychology/whs/COP/First-aid-workplace.pdf>
- Revised National Quality Standard and Safety in Children's Services Model Policies and Practices – 2nd Edition revised (2003)

(Attachment 1, Illness record, Attachment 2, Minor incident, injury and trauma record and Attachment 3, ACECQA Notification of serious incident)

Authorisation

Paul Halloran
President
2021-22 WECC Management Committee

(Ratified Feb 22)



Provider Approval Number:
(Office Use Only)

Before You Begin

You must read the following information before completing and submitting this notification.

Your Obligations

Before submitting this notification, you must ensure you are familiar with the requirements and obligations set out under the National Quality Framework for Early Childhood Education and Care (National Quality Framework) which includes the *Education and Care Services National Law** and the *Education and Care Services National Regulations*.

If you require further information about the obligations of Approved Providers under the National Quality Framework or are unsure about the information required in this notification, it is important that you visit the website www.acecqa.gov.au or contact the relevant Regulatory Authority in your state or territory for clarification.

You must ensure that the information you set out in this form is complete and correct. The provision of false or misleading information to the Regulatory Authority or ACECQA is an offence under the *Education and Care Services National Law*. Failure to comply may result in a financial penalty.

***Note:** All references to the '*Education and Care Services National Law*' in this form are to be read as a reference to the '*Education and Care Services National Law Act 2010*' as applied as a law of the state or territory in which you are seeking approval under this form. References to ACECQA are to the Australian Children's Education and Care Quality Authority; established under section 224 of the *Education and Care Services National Law*.

Notification Requirements and Assessment

An Approved Provider must notify the Regulatory Authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident at the approved education and care service.

A failure to comply may result in a financial penalty.

Important

- Your notification will not be processed unless all sections are satisfactorily completed and all requested supporting documents are attached, as well as any prescribed fees paid where applicable.
- Please write clearly in BLOCK LETTERS and use a black pen. Do not use correction fluid. The signatory should initial any corrections to this form.
- Notifications will be processed by the Regulatory Authority of the jurisdiction in which the service is located.

Privacy Statement

ACECQA and the Regulatory Authorities are committed to ensuring that all actions taken in the administration of the National Quality Framework are in compliance with the *Information Privacy Principles of the Privacy Act 1988 (Cth)*.

ACECQA and the Regulatory Authorities are collecting the information on this form for the purpose of processing this notification under the National Quality Framework. The information on this form may also be provided to other authorities or to other government agencies in accordance with the *Education and Care Services National Law*.

ACECQA, the Regulatory Authority and the Commonwealth Government may publish information about you in accordance with the *Education and Care Services National Law*.

Office use only: Approved Not Approved Date:

In Confidence, When Completed

1. Name of Approved Provider:

2. Approved Provider number:

3. Name of Approved Service:

4. Service Approval number:

5. For home based service, please complete:

Educator's Name:

Address line 1:

Address line 2:

Suburb/Town:

State/Territory: Postcode:

6. Type of serious incident:
- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service.
 - Injury or trauma to, or illness of, a child for which the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; or the child attended, or ought reasonably to have attended, a hospital.
 - Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.
 - A child was missing from the service or was not able to be accounted for.
 - A child was taken or removed from the service in a manner that contravenes the *Regulations*.
 - A child was mistakenly locked in or locked out of the service premises or any part of the premises.

7. Child's name:

8. Child's gender:

9. Child's date of birth: DD/MM/YYYY

10. Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification:

11. Name of child's parent(s) or guardian(s):

--

12. Phone number of child's parent(s) or guardian(s):

--

13. Date of incident:

								DD/MM/YYYY
--	--	--	--	--	--	--	--	------------

14. Description of Incident:
(including time, location, circumstances, emergency services involvement, etc)

Please attach the services completed Incident, Injury, Trauma and Illness record

15. Name(s) of educators who witnessed the incident:

16. If relevant, name and contact details for emergency service personnel who attended the incident:

(i.e. Department of Child Safety, Police, other Regulatory Authorities, etc)

17. Name and contact details of person completing this form:

Note: this will be the person whom the Regulatory Authority will contact for questions relating to this report

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>	Mobile number:	<input type="text"/>
Phone number:	<input type="text"/>	Fax number:	<input type="text"/>
Email:	<input type="text"/>		
Position:	<input type="text"/>		

Notifier Declaration

I, _____ (insert full name of person signing the declaration)
of, _____ (insert address)
am _____ [Insert position/title of Notifier (for example, Proprietor, Director, Partner, President)]
and I am authorised to make this declaration on the Notifier's behalf.

I declare that:

1. The information provided in this notification (including any attachments) is true, complete and correct;
2. I have read and understood and the Notifier agrees to the conditions and the associated material contained in this form;
3. The Notifier understands that the Regulatory Authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the notification, including its attachments;
4. I have read and understood a Provider's legal obligations under the *Education and Care Services National Law*;
5. The Regulatory Authority is authorised to verify any information provided in this notification;
6. Some of the information provided in this notification may be disclosed to Commonwealth for the purposes of the *Family Assistance Law* and may be disclosed to other persons/authorities where authorised by the *Education and Care Services National Law* or other legislation; and
7. I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.

Signature of person making the declaration: _____

Signed at: _____ On the: _____

.....
Second notifier (if applicable)

I, _____ (insert full name of person signing the declaration)
of, _____ (insert address)
am _____ [Insert position/title of Notifier (for example, Proprietor, Director, Partner, President)]
and I am authorised to make this declaration on the Notifier's behalf.

I declare that:

1. The information provided in this notification (including any attachments) is true, complete and correct;
2. I have read and understood and the Notifier agrees to the conditions and the associated material contained in this form;
3. The Notifier understands that the Regulatory Authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the notification, including its attachments;
4. I have read and understood a Provider's legal obligations under the *Education and Care Services National Law*;
5. The Regulatory Authority is authorised to verify any information provided in this notification;
6. Some of the information provided in this notification may be disclosed to Commonwealth for the purposes of the *Family Assistance Law* and may be disclosed to other persons/authorities where authorised by the *Education and Care Services National Law* or other legislation; and
7. I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.

Signature of person making the declaration: _____

Signed at: _____ On the: _____

Who May Sign?

- **Individuals:** The individual Notifier.
- **Company:** Two directors of the company, or a director and company secretary, or if sole proprietor the sole director.
- **Incorporated association:** The public officer and one other member of the management committee.
- **Cooperative:** Two directors of the cooperative, or a director and one other officer of the cooperative.
- **Partnership:** A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners.
- **Corporation/Government School Council:** Signed in accordance with rules of the corporation/council.

Office use only

Date Received: _____

Name of Officer: _____

Action: _____

Lodging Your Notification

Please lodge your notification along with all of the required documentation by posting or faxing to the Regulatory Authority in the state or territory in which the service is located.

The address details for each state and territory Regulatory Authority are below:

Australian Capital Territory
 Children's Policy and Regulation Unit
 Education and Training Directorate
 GPO Box 158
 CANBERRA CITY ACT 2601
 Fax: (02) 6207 1128

South Australia
 Education and Early Childhood Services Registration and
 Standards Board of South Australia
 GPO Box 1811
 ADELAIDE SA 5001
 Fax: (08) 8226 1815

New South Wales
 NSW Early Childhood Education and Care Directorate
 Locked Bag 5107
 PARRAMATTA NSW 2124
 Fax: (02) 8633 1810

Tasmania
 Department of Education
 Education and Care Unit
 GPO Box 169
 HOBART TAS 7001
 Fax: (03) 6233 6042

Northern Territory
 Quality Education and Care NT
 Department of Education and Children's Services
 GPO Box 4821
 DARWIN NT 0801
 Fax: (08) 8999 5677

Victoria
 Department of Education and Early Childhood Development
 Quality Assessment and Regulation Division
 GPO Box 4367
 MELBOURNE VIC 3001
 Fax: (03) 9651 3586

Queensland
 Office for Early Childhood Education and Care
 Department of Education, Training and Employment
 PO Box 15033
 CITY EAST QLD 4002
 Fax: (07) 3234 0310

Western Australia
 Department for Communities
 Education and Care Regulatory Unit
 PO Box 6242
 East Perth Business Centre
 EAST PERTH WA 6892
 Fax: (08) 6210 3300

Enquiries

Australian Capital Territory
Children's Policy and Regulation Unit
Education and Training Directorate
E-mail: cpru@act.gov.au
Phone: (02) 6207 1114
Website: www.det.act.gov.au

South Australia
Education and Early Childhood Services Registration and
Standards Board of South Australia
E-mail: nationalqualityframework@sa.gov.au
Phone: 1800 882 413 (toll free)
Website: www.decs.sa.gov.au/childrensservices/

New South Wales
NSW Early Childhood Education and Care Directorate
E-mail: ececd@det.nsw.edu.au
Phone: 1800 619 113 (toll free)
Website: www.det.nsw.edu.au

Tasmania
Department of Education
Education and Care Unit
E-mail: ecu.comment@education.tas.gov.au
Phone: 1300 135 513
Website: www.education.tas.gov.au

Northern Territory
Quality Education and Care NT
Department of Education and Children's Services
E-mail: qualityecnt.det@nt.gov.au
Phone: (08) 8999 3561
Website: www.det.nt.gov.au

Victoria
Department of Education and Early Childhood Development
Quality Assessment and Regulation Division
E-mail: licensed.childrens.services@edumail.vic.gov.au
Phone: 1300 307 415
Website: www.education.vic.gov.au/ecsmanagement/educareservices

Queensland
Office for Early Childhood Education and Care
Department of Education, Training and Employment
E-mail: ecec@dete.qld.gov.au
Phone: 1800 637 711 (toll free)
Website: www.deta.qld.gov.au/earlychildhood

Western Australia
Department for Communities
Education and Care Regulatory Unit
E-mail: ccluinfo@communities.wa.gov.au
Phone: (08) 6210 3333
OR
1800 199 383 (toll free)
Website: www.communities.wa.gov.au

Woden Early Childhood Centre

Illness Register

Room

Month

Date & time	Child's full name	Child's age	Details of Symptoms	Circumstances surrounding the child becoming ill.	Action taken by staff if child became ill while at the Centre	Staff contacted parent <small>Please sign and print full name</small>	Time Parent notified

This form is to be completed for
 Illnesses that occur during the child's day at the centre
 When a family ring and report their child as sick.
 If we ring families and suggest an early pick up or ask that the child not attend the next day.

