

# PUTNEY PLAYGROUNDS KINDERGARTEN DEATH OF A CHILD POLICY

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## NQS

QA2	2.3.3	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 using form [SI01 Notification of Serious Incident](#) .

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 2011**

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families

**Reviewed: July 2017**

**Date for next review: July 2018**