

Y Whittlesea

Incident, Injury, Trauma and illness Policy

1. Purpose:

The Y Whittlesea is committed to protecting the health and safety of all children, educators, families, and visitors across our services.

Children in early learning environments are naturally exposed to a range of people, increasing the risk of spreading illness. To reduce this risk, we implement strategies aligned with the National Quality Standard to minimise the spread of infectious diseases and maintain a healthy environment.

While we understand the challenges families face when keeping unwell children at home, our priority is to protect the wellbeing of everyone in our care.

This policy also outlines the essential requirements for the safe and effective administration of first aid in the event of an incident, injury, illness, or trauma, supporting our legal and moral responsibilities to ensure children's ongoing safety and protection.

2. Scope:

This policy applies to all operations and services of The Y Whittlesea including all Board Members, staff, volunteers, contractors, parents and children.

3. Policy:

The Y Whittlesea is committed to maintaining a safe and healthy environment for all children, educators, staff, families, and visitors. We prioritise accident prevention through active supervision, intentional environment setup, and ongoing risk assessment.

Our services comply with the Education and Care Services National Regulations and The Y's internal policies, including the provision of accessible and fully equipped First Aid Kits at all times. Educators and staff receive up-to-date training to ensure they can respond appropriately to incidents, injuries, trauma, and illness.

We are guided by the Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (Fifth Edition) and follow public health guidance, including recommended exclusion periods, to reduce the spread of illness.

Serious or reportable incidents are carefully assessed for actual and potential impact and are reported to the relevant authorities, such as WorkSafe or the Department of Education and Training, within required timeframes. Families are promptly informed of any serious incidents involving their child.

While educators are not medical practitioners, if an infectious illness is suspected, the child may be required to be collected and assessed by a doctor. A medical clearance may be requested before the child returns to care.

Confidentiality is always maintained, and any changes to health or safety procedures, particularly during critical situations such as pandemics—are communicated to families and educators promptly. The Y Whittlesea is committed to continuous review and improvement of our safety practices to uphold the wellbeing of all individuals in our care.

4. Responsibilities

Approved Provider / Management

- Ensure this policy is implemented across all services.
- Provide adequate resources, training, and equipment to support effective incident response and infection control.

- Ensure that all serious or reportable incidents are notified to relevant authorities within required timeframes.
- Regularly review and update procedures in line with public health advice and legislative requirements.
- Communicate any changes in health and safety protocols to families and educators.

Nominated Supervisor / Service Director

- Oversee the day-to-day implementation of this policy.
- Ensure First Aid Kits are stocked, accessible, and compliant with regulations.
- Support educators to assess, respond to, and document incidents and illnesses appropriately.
- Notify families promptly of serious incidents or suspected infectious illnesses.
- Liaise with health authorities when required and ensure exclusion periods are enforced.

Educators and Staff

- Maintain effective supervision and set up play spaces to minimise risk of injury.
- Respond promptly and appropriately to incidents, injuries, trauma, or illness.
- Follow reporting procedures and escalate concerns where needed.
- Maintain confidentiality when managing incidents or medical concerns.
- Engage in regular first aid and infection control training.
- Monitor children's wellbeing and communicate concerns with families.

Families

- Inform the service if their child is unwell or has been diagnosed with an infectious illness.
- Follow exclusion recommendations and provide medical clearance where required.
- Work in partnership with educators to support the health and safety of all children.
- Notify the service of any changes to emergency contact or medical information.

5. Related policies, procedures and supporting documents:

- Emergency Management plan
- Administration of first aid procedure
- Enrolment and orientation policy and procedure
- Medical conditions policy and procedure
- Incident, injury, trauma and illness procedure
- Dealing with infectious diseases policy and procedure

6. Consequences of breaching this policy: All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

7. Policy owner: The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

8. Document Control: Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
4.0	Plain English	M Rowse	15/7/25	July 2025
3.0	Amended to ensure correct referencing of legislation	Belinda Turner	19/11/2024	Nov 2024
2.0	Transferred to new template Changed referencing from YMCA to The Y	Belinda Turner	05/07/2021	July 2021
1.0	Reviewed and updated	Children and families leadership team	29/03/2019	April 2019