

FOCUS TOPIC:



Filling in an Incident, Injury, Trauma and Illness Record

This is a legal document so please ensure this is completed in full with either blue or black pen or interactive and you follow these simple guidelines:

- Answer each question in full. For example: if it asks for day and time, you give both. If the question does not apply, then leave blank or write N/A.
- Child's full legal name is completed
- Location is the exact place in house or outside or if on excursion - where that is
- General activity at the time of incident/injury/trauma/illness means exactly what the child was doing BUT do not include other children's name. Other children should not be able to be identified on this form.
- Mark clearly on diagram where the child's injury is.
- Details of action taken includes First Aid ONLY. Cuddles and hugs are not recognised as a first aid treatment. All Incidents, Injuries, Traumas and Illnesses must have some action taken. Please also include first aid treatment offered to the child. (if medication is administered, please include this in full and all steps)
- When asked, have any steps been taken to prevent or minimise this type of incident in the future, please include anything that you have done. Even the smallest of injury can help or prevent similar from occurring.
- When notifications are provided, please be specific with how this is done. For example, by email/ message left.
- Please ensure Parents sign this form. **THIS SHOULD BE COMPLETED BEFORE CHILD IS COLLECTED.** If not able please indicate this to the Service.
- If more space is required in any section, please use the Additional notes section, OR attach further documentation.

If you have any questions regarding this, please speak to your Coordinator.

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Feedback:

As a team, all feedback goes to helping us work on areas of improvement, extend on areas we are doing well in and most importantly work towards giving children the best quality care possible.