# DEATH OF A CHILD POLICY

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1 NQS

| QAS | 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

2 National Regulations

<table>
<thead>
<tr>
<th>Regs</th>
<th>Meaning of serious incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Incident, injury, trauma and illness policies and procedures</td>
</tr>
<tr>
<td>85</td>
<td>Time to notify certain information to Regulatory Authority</td>
</tr>
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</table>

3 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. The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies
- Emergency Service Contact Policy (CHI-ADM-POL-021)
- Emergency Management and Evacuation Policy (CHI-ADM-POL-020)
- Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)
- Medical Conditions Policy (CHI-ADM-POL-038)

5 Who is affected by this Policy?
- Child
- Staff
- Families
- Management

6 Implementation
6.1 Educators will follow and implement this procedure:
   i. Attempt CPR pursuant to current guidelines.
   ii. Call an Ambulance immediately on 000.
   iii. The Nominated Supervisor will call the parents/guardians of the child and arrange to meet at the Hospital or medical facility.
   iv. Medical staff will advise parents.
   v. Contact Insurance Company.
   vi. Notify state Police Department.
   vii. Notify Regulatory Authority
7 Notification of a Serious Incident

7.1 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.

7.2 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.

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

8 Work Health and Safety Requirements

8.1 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.

8.2 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.

8.3 Records of the incident must be kept for at least 5 years from the date that the incident is notified.

9 Sources

Education and Care Services National Regulations
National Quality Standard
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

10 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

11 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>August 2012</td>
<td>August 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td></td>
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<tr>
<td>2</td>
<td>March 2013</td>
<td>August 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>3</td>
<td>Jun 2014</td>
<td>Sep 2017</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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