Death of a Child Policy

NQS

QA2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

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 Little Souls Taking Big Steps.

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:

- First Aid Qualified staff member to 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 Little Souls Taking Big Steps, or following an incident while being educated and cared for at Little Souls Taking Big Steps, 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 ECS22 Serious Incident Notification.

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

Work Health and Safety (WHS) 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 the WHS regulator (ComCare) 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 the Regulator.

Sources

Education and Care Services National Regulations 2011
National Quality Standard
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Education and Care Services Act 2013
Information Privacy Act (QLD) 2009

Review

The policy will be reviewed annually.
The review will be conducted by:

Management
Employees
Families
Interested Parties

Reviewed: May 2015 Date for next review: May 2016