

Death of an Educator Policy

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	35	Notice of change to Nominated Supervisor
	85	Incident, injury, trauma and illness policies and procedures

Aim

The Nominated Supervisor will ensure that immediate and appropriate action is taken to notify relevant authorities in the event of the death of an educator at the Service, and take steps to ensure the safety and wellbeing of children and other staff members who may be affected by the death.

Related Policies

- Emergency Service Contact Policy
- Emergency Management and Evacuation Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy

Implementation

Where an educator or staff member requires urgent medical attention while at the service:

- the Nominated Supervisor (or Certified Supervisor if Nominated Supervisor ill) will immediately call an ambulance on 000
- a first aid trained educator will immediately commence appropriate first aid which may include CPR. The educator will be guided by advice from ambulance personnel once contact with emergency services has been made
- the Nominated Supervisor (or Certified Supervisor) will call the educator or staff member's next of kin and advise to which hospital or medical facility the ambulance is heading.

In the tragic event the educator or staff member passes away at the service or as a result of an incident at the service, the Nominated Supervisor (or Certified Supervisor) will:

- call triple 000 for advice if this has not already occurred (and the death occurs at the service)
- notify the local police station of the death and follow any advice given
- notify the WHS Regulator by telephone immediately they become aware of the death and then complete and submit a written report of the incident on the approved form. A report of a work-related injury or illness must also be recorded in the Register of Injuries, which must be kept at every workplace.
- ensure the site where the death occurred is left undisturbed as much as possible until an inspector arrives or as directed by WorkSafe
- keep records of the incident for the timeframe stipulated by WorkSafe. (Note we advise keeping records for 7 years for ECEC Regulatory purposes).
- notify the ECEC Regulatory Authority within 24 hours of the death using form [N101 Notification of complaints, incidents and additional children in an emergency](#)
- if the Nominated Supervisor has passed away, advise the regulatory authority in writing about the new Nominated Supervisor within 14 days of the death using form [SA12 Notification of change to information about an approved service](#)
- provide all reasonable assistance to the family of the deceased educator or staff member.

To ensure the safety and wellbeing of children and educators/ staff members at the service, the Nominated Supervisor (or Certified Supervisor) will:

- implement service emergency procedures (eg service lockdown) if there is a risk of harm to children or educators/staff members
- offer counselling/ support services for children, families and staff if any are traumatised by the death. Authorisation will be obtained from parents before children receive any support services
- take steps to ensure children continue to be adequately supervised eg calling in relief staff to maintain ratios or where necessary requiring families to collect children
- allow employees to attend the deceased person's funeral if they wish and consider the necessity and practicality of closing the service on the day of the funeral

Sources

Education and Care Services National Law and Regulations
National Quality Standard
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
Victorian WorkCover Authority
WorkSafe Victoria Guide to Incident Notification

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: 1st March 2017

Date for next review: 1st March 2018