

## Death of a Child Policy

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### 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	85	Incident, injury, trauma and illness policies and procedures
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### Aim

The Approved Provider, 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.

### 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

Staff members will follow and implement this procedure:

- 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 the Regulatory Authority.

### Notification of a Serious Incident

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. 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](#) .

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

### Work Health and Safety (OHS) requirements

Victoria is in the process of considering new national WHS laws. These have already commenced in 4 States/territories. Services should contact WorkCover to determine requirements under current legislation. *Under the new laws:*

- the death of a person is a "notifiable incident".
- 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.
- 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 WorkCover.

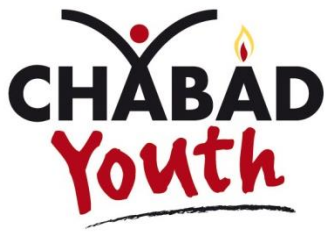
## Sources

**Education and Care Services National Regulations**

**National Quality Standard**

**Occupational Health and Safety Act 2004**

**Occupational Health and Safety Regulations 2007**



## Work Health and Safety Act

### Review

The policy will be reviewed annually.

The review will be conducted by:

Management

Employees

Families

Interested Parties

**Reviewed: 1<sup>st</sup> March 2016**

**Date for next review: 1<sup>st</sup> March 2017**