

Death of a Child Policy

NQS

QA2	2.2.2	Incident and emergency management - 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 through the online NQA ITS.

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

Work Health and Safety (OHS) requirements

- 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

Review

The policy will be reviewed annually by:



Management

Employees

Families

Interested Parties

- **Last reviewed: 25th March 2025 Date for next review: 25th March 2026**