

D-11 Death of a Child or Staff Member

National Quality Standards (NQS)

2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Education and Care Services National Regulations

Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 168	Education and care service must have policies and procedures
Reg. 174	Time to notify certain circumstances to Regulatory Authority

Policy Statement

Staff at the service must be prepared to handle all incidents in a professional and sensitive manner. In the event of such tragic circumstance as the death of a child or a staff member, staff will follow guidelines as set out below.

Related Policies

- Emergency Procedures Policy
- Hygiene Policy
- Management of Incident, Injury and Trauma Policy
- Work Health and Safety Policy

Procedure

The death of a child or staff member whilst in attendance at the service will result in the same procedures undertaken as that of a “serious injury”, as per the *Management of Incident, Injury and Trauma Policy*.

The death must be reported to:

- Emergency Services (both Police and Ambulance)
- NSW Department of Family and Community Services
- The Management Committee

- The Regulatory Authority for NSW

Clear emergency procedures should be maintained for the other children at the service (see Emergency Procedures Policy).

The service will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency. This information will be provided in an extremely sensitive manner. It is not the role of the service to inform the parent/guardian that their child has died.

A detailed incident report will be completed as soon as possible and forwarded to the President of the Management Committee.

The site of the incident may be subject to investigation and should be protected from disturbance until notified that there is no interest in the site by the Police.

Counselling will be made available for all children and staff.

Regulatory Authority for NSW

Staff will ensure that the NSW Regulatory Authority is notified of the child or staff member's death as soon as practicable and within 24 hours, or as soon as the Nominated Supervisor or Responsible Person hears of the death. This is a requirement under the *Education and Care Services Regulations*.

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Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Public Health Act 2010
- Work Health and Safety Act 2011

Date Endorsed: 12/06/2023

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202306	- No changes made		
v.2.202106	- Updated Related Policies	Staff	
v.2.201906	- Updated links to NQS and National	Staff	



	Regulations - Updated contact details for the Regulatory Authority for NSW	Staff	
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