

Policy 6

Non-Responsive or Death Policy

Policy Statement

Wideview Outside School Hours Care Service understands that a serious incident, unresponsive child or death of a child can have a profound effect on those around the child. It is an unfortunate event that occurs rarely in education and care services; however, services need to be prepared so that they respond in a way that upholds the dignity of the child, and the wellbeing of those affected. WOOSHC Educators will respond in a calm, professional manner which prioritises the needs and dignity of the child and the family; minimise possible distress to other children, staff and bystanders; ensure all relevant people and authorities are advised in a timely manner and in accordance with the law; and ensure all required documentation is completed and stored confidentially.

Links to Education and Care Services National Regulations and National Quality Standard

QUALITY AREA		
2.1.1	Wellbeing and comfort	Each child's health needs, and physical activity is supported and promoted
4.2.2	Professional Standards	Professional standards guide practices, interactions, and relationships
5.1.2	Dignity and the rights of the child	The dignity and rights of every child is maintained at all times
6.1.2	Parents views are respected	The expertise, culture, values, beliefs of families are respected, and families share in the decision making about their child's learning and wellbeing
6.1.3	Families are supported	Links with relevant community and support agencies are established and maintained
7.1.2	Management Systems	Administrative systems are established and maintained to ensure the effective operation of the service
7.1.3	Roles and Responsibility	Roles and responsibilities are clearly defined and understood. And support effective decision making of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policies and procedures
99	Children leaving the education and care premises
168	Education and care services must have policies and procedures
176	Time to notify certain information to a Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

Procedure

1. Non-Responsive child

1.1 In the event of a child who is not breathing: The staff member finding the child will –

- Check for **Danger** to ensure their own safety and the safety of others and then
- Check for **Response**
- **Send for help** from other staff – instruct them to dial 000 (landline) or 112 (mobile) for an ambulance immediately.
- Instruct other staff to **relocate all other children if required**, and to supervise them.
- Check **Airways** -
 - Place in recovery position to remove any foreign object.
 - If child starts breathing after object is removed maintain recovery position until professional help arrives
- **Breathing** – place the child in recovery position, until professional help arrives.

- **Not Breathing/ CPR –**

- Commence CPR
- Maintain CPR until professional help arrives or until the child resumes normal breathing.
- Use a **Defibrillator** if available.

- 1.2 The Nominated Supervisor or Responsible Person will call the parents of the child, calmly advise that the child has been taken to hospital by ambulance and arrange to meet them at the hospital.
- 1.3 The Nominated Supervisor – or a staff member delegated – will accompany the child in the ambulance and remain with the child until the parent(s) arrives.
- 1.4 Medical staff will advise parents of the child's condition, in the event of a death - **staff will not** give this information to parents because only a medical professional can pronounce a death.
- 1.5 If the child has been transported via ambulance to hospital, the immediate Service environment is **NOT** to be cleaned or otherwise disturbed until the Nominated Supervisor has clearance to do so from the police. The police and other relevant authorities may need to undertake a detailed investigation.
- 1.6 In the event of a serious incident resulting in a non-responsive child or death of a child, the service will support the family with sympathy and in every reasonable way will offer support and refer children and families affected, to appropriate counselling services.
- 1.7 In the event of a death at the Service, the Service will provide staff with immediate debriefing and counselling from a suitably qualified professional

2. Notifications

- 2.1 The Nominated Supervisor will notify the Approved Provider of any death or serious injury. Either the Approved Provider or Nominated Supervisor will notify the Regulatory Authority as soon as practicable but within 24 hours of the pronouncement of death and submit the Reporting of Serious Injury or Death Form.
- 2.2 If death has been pronounced, the Nominated Supervisor will notify the police of a death in the Service and follow police instructions. The Nominated Supervisor will also notify Workplace Health and Safety, as well as the Service's insurance company.
- 2.3 **The Approved Provider or, if delegated, the Nominated Supervisor are the only persons to comment on the incident.** No other staff member is to provide information about the incident to the family concerned, to other families, or to the media. In addition, no staff member is to make public comment or admit liability for any incident.
- 2.4 The Service's Incident, Injury, Trauma and Illness Record will be completed as soon as practicable after the event. All staff directly involved will prepare and sign statements listing the sequence of events and actions taken. All documentation including copies of forms will be filed in accordance with Regulations and the Service's *Confidentiality Policy*.

3 Responsibility of Parents

- 3.1 To provide the Service with all relevant medical information for their child and ensure medical management plans for their child are up to date and contain all relevant information
- 3.2 To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete, and up to date.

Sources, further reading and useful websites

- Australian Children's Education & Care Quality Authority. (2014).
- My Time, Our Place: Framework for School Age Care in Australia (2011).

Policy review information -

Review Date	Date completed	By Whom	Collaborated	Comment
March 2021	31/3/2021	Brandi	Staff Committee Parents	
March 2022	8/4/2022	Brandi		
March 2023	31/3/2023	Brandi		
March 2024	29/3/2024	Brandi		
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