
ARANDA AFTERS ASSOCIATION INCORPORATED



DEATH OF A CHILD POLICY

Implemented	Updated/Reviewed	Next Review Due By
June 2015		June 2018

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1 REFERENCES

NATIONAL QUALITY STANDARDS

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

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

2 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 at the Service.

Steps will be taken to ensure the safety and well-being of children and staff members who may be affected by the death.

3 IMPLEMENTATION

3.1 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 family of the child and arrange to meet them at the Hospital or medical facility.
- Medical staff will advise family members.
- Contact Insurance Company.
- Notify the Police.
- Notify the Regulatory Authority.

3.2 **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 seven (7) years after the death.

3.3 **Work Health and Safety (OHS) requirements**

The death of a person is a “notifiable incident” under the work, health and safety legislation. 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 five (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.

More information about applicable work health and safety requirements is available in our ***Work Health and Safety Policy***.

4 SOURCES

- Education and Care Services National Regulations
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- WorkSafe ACT