

DEATH OF A CHILD POLICY

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1 NQS

QA2	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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2 National Regulations

Regs	12	Meaning of serious incident
	85	Incident, injury, trauma and illness policies and procedures
	176	Time to notify certain information to Regulatory Authority

3 Aim

Educators or the Nominated Supervisor will ensure that immediate and appropriate action is taken in the event of the death of a child whilst at the Service.

4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Emergency Management and Evacuation Policy (CHI-ADM-POL-020)

Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)

Medical Conditions Policy (CHI-ADM-POL-038)

5 Who is affected by this Policy?

Children, Staff, Families, Management

6 Implementation

- 6.1 Educators will follow and implement this procedure if a child has no signs of life:
- Attempt all first aid and / or 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 of the death of a child, not the service.
 - Children's Services Manager and CEO of UoW Pulse to be notified immediately.
 - Nominated Supervisor or Children's Services Manager will notify the appropriate government departments:
 - NSW Police (immediately)
 - Department of Education – see below
 - WorkCover NSW – see below
 - Office of the Children's Guardian – possible reporting requirements under the *Reportable Conduct Scheme*
 - Department of Communities and Justice – possible mandatory reporting requirements

- 6.2 Support services will be made available to Educators, through our Employee Assistance Program (EAP). Ensuring that their emotional and mental wellbeing is effectively supported.
- 6.3 The Children's Services Manager will communicate with families and offer assistance and support programs as needed.
- 6.4 The Children's Services Manager and the CEO will manage any media enquiries in consultation with UOW, no other staff should speak to media.
- 6.5 Children's Services Manager (with Finance Manager) will report to Insurance Company.

7 Notification of a Serious Incident – Department of Education

- 7.1 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.
- 7.2 The Approved Provider will notify the regulatory authority as soon as practicable and within 24 hours of the death.
- 7.3 The documentation will be kept until the end of 7 years after the death.

8 Work Health and Safety Requirements

- 8.1 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 as soon as possible after the death. We will do this in consultation with our People and Culture team.
- 8.2 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.
- 8.3 Records of the incident must be kept for at least 5 years from the date that the incident is notified

9 Sources

Education and Care Services National Regulations

National Quality Standard

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

<https://www.safework.nsw.gov.au/legal-obligations/employer-business-obligations/injuries-at-work>

Office of the Children's Guardian

10 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

11 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	August 2012	August 2013	Michele Fowler Manager – Kids Uni	
2	March 2013	August 2013	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Jun 2014	Sep 2017	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required. The review period changed to 3 years.
4	July 2018	July 2021	Kellie Grose Manager – Kids Uni	Updated to reflect change of Name for Kids Uni CBD and Updated NQS and Regs references Clauses 6.2 and 6.3 added to ensure support is available to educators and families.
5	November 2019	July 2021	Nicole Bray Director – Kids Uni iC	Updated to reflect name changes to Kids Uni iC and OOSH
6	May 2022	May 2025	Kellie Grose Manager – Kids Uni	Added additional reporting requirements – OCG and DCJ Added clause to manage media enquiries