

Portfolio Policy Statement

Department of Communities

Disability Services Queensland

Title: Reporting of Serious Injury or Death
Policy No.: 465-1
Category: Child care and family support > child care

Date of approval: 23 February 2006
Date of operation: 19 June 2006
Date to be reviewed: 1 July 2007

Office: Program Management Directorate
Help Contact: Office for Children – 3224 4557

Authority:

Section 81 of the *Child Care Act 2002*.

The licensee must immediately report the serious injury or death of a child while he or she is being cared for in a child care service, to the Chief Executive, in the approved form.

Objectives:

This policy aims to provide guidance as to the situations in which the Department will follow up reports of serious injuries or death to a child while they are being cared for in a child care service and the steps that must be undertaken in these circumstances.

Scope:

This policy refers to reporting of serious injury or death to a child while being cared for in a child care service.

Principles:

The Department will:

1. Ensure that the safety of children is the paramount consideration; and
2. Respond to reports of serious injuries and/or death of children in child care services in a timely, consistent and objective manner.

Policy Statement:

The Department is committed to ensuring that reports in relation to serious injuries or deaths that occurs to a child while they are being cared for in a child care service are responded to.

Roles and Responsibilities:

- The licensee must report the incident in the approved form.
- The Department will implement follow up procedures. Whenever possible and depending on circumstances this will occur within two (2) working days of receiving the report.
- The Department will visit the child care service within three to four working days (where necessary) following consultation and advise from the Juvenile Aid Bureau.

Process:

1. In what situations will the Department follow up reports regarding serious injuries or death of children in child care services?

The Department will follow up all reports from licensees regarding serious injuries or death of children in child care services that were caused, or suspected to have been caused, while a carer in the service was providing care to the child in the course of the service.

The licensee must report the incident of serious injury or death to a child/children receiving care in the child care service to the department on the approved form (see Form 27 – Reporting of Serious Injury or Death) as required under section 81 of the *Child Care Act 2002*.

Where a licensee has not reported such matters in accordance with section 81 of the Act, but the incident has come to the department's attention in another way, the department will follow up the incident and if necessary in accordance with *Policy Number 352 - 1 Enforcement options for licensed child care services*.

2. Serious injury

“Serious injury” means an injury for which treatment from a doctor has been sought or ought reasonably to have been sought (see *section 81(5) of the Child Care Act 2002*).

3. How soon after receiving a report of a serious injury or death of a child in child care service must the Department commence follow up?

The Department will commence follow up procedures within two (2) working days of receiving the report.

Delegations:

There are no delegations under the *Child Care Act 2002*.

Links:

Procedure

Reporting of a serious injury or death to a child receiving care in a child care service licensed under the *Child Care Act 2002*.

Related legislation or standards

[*Criminal Code Act 1899*](#)

[*Food Act 1981*](#)

[*Juvenile Justice Act 1992*](#)

[*Workplace Health and Safety Act 1995*](#)

Related departmental policy

Enforcement options for licensed child care services (352-1)

Power of entry and other powers under the *Child Care Act 2002* (357-1)

Critical Incident Reporting policy and procedures

Forms

[Reporting of a Serious Injury or Death to a child receiving care in a child care service licensed under the *Child Care Act 2002*](#)