**Incident, injury, trauma or illness flowchart**

Parent/carer provides written information about medical condition for child.

Director/Coordinator and relevant staff

meet with families to discuss support for the child.

* complete risk management plan
* collect medical information from specialist

Senior manager: Kindergartens and Care

* notify ECEC on ACECQA website through NQA IT system **within 24 hours**
* notify WHS officer at TCKC
* TCKC WHS officer will notify Queensland Work Health and Safety regulator

Serious incidents

* attend to the child
* contact emergency services Call 000
* monitor child until emergency services arrive
* notify the parent
* responsible person notifies

 Senior Manager: Kindergartens and Care

 Ph: 0428518410 or 0746371400

* responsible person completes *Incident, injury, trauma or illness form*

(provide copy to parent, emergency services and Senior Manager)

 Minor incidents

* attend to the child
* notify responsible person
* notify parent
* complete minor incidents form

(provide copy to parent and save on livetiles)

* monitor child

Incident, injury, trauma or illness occurs