



I01 Notification of Incident

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

Notification of Incident

Provider

Provider Name	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Charnwood After School Care
Service Approval Number	SE-00009664
Service Approval Status	Approved

Incident Details

Incident Type	Reg 12-Any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or for which the child attended, or ought reasonably to have attended, a hospital
Incident Date	13/05/2022
Incident Time	03:55 PM
Location	Outdoors
Sub Location	Outdoor other
Location (Other)	Toilet
General Activity at the time	Play-based program
Cause of Injury/Trauma	Child/child interaction
Did Emergency Services attend	No
Further Details of the Incident	There were 19 children with 2 educators at the basketball court. 4 children were playing Monster chasing game at the basket ball court. Two children went into the toilet to hide and educators were not aware that this.1 educator was helping other child who got hit by ball during play and other educator was engaging group game with other group of children. One child shut the door hardly and the other child three fingers were jammed from the door.



Details of Action Taken (e.g. First Aid)	<p>Assessed fingers First aid spray and ice pack applied Informed parents and advised them to take the child to hospital to check</p>
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<p>Incident happened at 3:45pm Assessed child and applied first aid at 3:42pm Called parents but no respond so left voice mail sent picture of injured fingers at 3:48pm Parent called back and we explained what happened at 3:53pm Dad said he would be on the way. Mum called and asked how it happened. She was upset that we let the children went to toilet by themselves. We explained and shared what we are going to do to prevent and minimize the risk of the incident.</p>
Name of Witness to the incident	I happened in the toilet and educator didn't witness the incident
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>1. Educators will have meeting to discuss supervision plan. 2. Educators will have discussion with all children and remind them the basic guideline for safety in bathroom/toilet (Children already ask/let educators if they go to bathroom/toilet.)</p>
Photos and Evidentiary Documents	
Children's attendance list (Incident 13.05.2022).pdf	Attendance list on incident day
Educator sign sheet (Incident 13.05.2022).pdf	Educators working direct with children sign in sheet
Incident report 13.05.2022.pdf	Incident report
Responsible person (incident 13.05.2022).pdf	Responsible person sign in sheet

Child Details

Child's Name	P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01 P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Was urgent medical attention required by a registered practitioner/hospital?	Yes
Type of Injury/Trauma	Crush/jam
Part of the Body	Arm/hand/finger

Contact Details

Name	P01 P01
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Submitted By: P01 P01



ACT
Government
Education

Notification Number: **NOT-40708954**
Date generated: 16/05/2022

Phone Number

P03

Email Address

P03 P01

Submitted By: **p01 P01**