



213A
EDU

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	Community Services #1 Incorporated
Provider Number	PR-00005865
Provider Approval Status	Approved

Service

Service Legal Entity Name	
Service Trading Name	Marlee Early Education and Care Centre
Service Approval Number	SE-40002112
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	13/02/2023
Incident Time	03:35 PM
Location	Outdoors
Sub Location	Play Space/Classroom
General Activity at the time	Play-based program
Cause of Injury/Trauma	Fall/trip
Did Emergency Services attend	No



Further Details of the Incident	The child (P01) was walking on the concrete water play area alongside the sandpit and slipped hitting his head onto concrete , causing cut on right-side of forehead , top of eyelid and left palm. First aid was applied , the child's Mother (P01) was called and informed of the injury , due to time of injury the child's mother was on way to collect the child , Family informed service of visit to hospital via email following day. The service is promptly addressing this situation. currently we are in the process of investigating improvements to our sandpit and water play area, in partnership with our management, maintenance team and property management we will also be having further discussions with our educators and children in regards to risk mitigation.
Details of Action Taken (e.g. First Aid)	Icepack, Clean wound
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	Called Mother (P01) at 3.40pm 13/2/23 to inform of Incident 3.52pm 13/2/23 Spoke to Mother(P01) In person to discuss incident 8.15am 14/2/23 Email received from Mother (P01) informing of visit to Hospital 11.45am 14/2/23 Email response to family from Marlee
Name of Witness to the incident	P01 and P01 P01
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	we will investigate improvements to the concrete such as rubber matting, soft fall, fake grass or carpet to our sandpit and water play area in partnership with our management, maintenance team and property management and further discussions with our educators and children in regards to risk mitigation.
Photos and Evidentiary Documents	
Educators Statements.docx	xcb
Email family.docx	email
Follow up.docx	Action taken
Incident report P01.pdf	Incident Report

Child Details	
Child's Name	P01 P01
Child's Gender	Male
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01
Parent's Email	P03
Parent(s)/Guardians(s) Phone	P03
Was urgent medical attention required by a registered practitioner/hospital?	No
Type of Injury/Trauma	Cut/open wound/bleeding
Part of the Body	Face/head



Contact Details

Name	P01	P01
Phone Number	P03	
Email Address	P03	