



## 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	Communities@Work
Provider Number	PR-00005824
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Communities@Work
Service Trading Name	Communities@Work Appletree House Childcare & Education Centre
Service Approval Number	SE-00009747
Service Approval Status	Approved

#### Incident Details

Incident Type	Injury Trauma
Incident Date	16/08/2024
Incident Time	16/08/2024 02:30 PM
Location	Outdoors
Sub Location	Play space
General Activity at the time	Play-based program
Cause of Injury/Trauma	Other
Cause of Injury/Trauma (Other)	Unknown incident - self initiated play
Did Emergency Services attend	No



Further Details of the Incident	<p>19.8.24 - A parent (P01) sent an email to the Centre Manager (P01) that on Friday (16.8.24) her child P01 (aged 3yrs) came home from care complaining about sore left arm, and was unable to move or put weight on it. On Saturday (17.8.24) the parents took P01 to hospital for x-rays, which showed a dislocation of elbow, which is was treated and positioned back in place. They did report that the medical team said as there was a build up of fluid in that area they were unable to rule out a break, and have requested more x-rays in 10 days.</p> <p>The mother went on to further explain P01 mentioned that she hurt her arm while playing/spinning during outdoor play time. Centre Manager has spoken to all educators, who have not been able to confirm the incident, due to not witnessing an incident, or not observing P01 to be hurt, uncomfortable, or upset at any stage throughout the day. They did not observe her arm to be not in use and no-one can confirm P01 speaking to them about it.</p>
Details of Action Taken (e.g. First Aid)	<p>Follow-up from the parent's email, Centre Manager spoke to ECT (P01) and other preschool team members about the incident, but as previously outlined, educator feedback was no recollection of incident or observation of P01 being hurt.</p>
Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification	<p>The incident was not recorded or notified to family on Friday afternoon, for reasons outlined. The incident was notified to Manager via email, who actively followed up with entire team about what may have occurred, without any information obtained. Manager responded back to parents, providing them that feedback.</p>
Name of Witness to the incident	<p>N/A - believe it to be a self-initiated accident which child may or may not have done at service and if so, did not appear concerned or hurt.</p>
Please detail what steps were taken or will be taken to prevent or minimise this type of incident in the future	<p>Educators are aware of Supervision Policy and Procedures, as well as notifiable incident protocols, and always notify families accordingly. Serious injury/incident procedures are adhered to as well as completing incident/illness/injury forms when required. Preschool team has revisited discussions pertaining to active and thorough supervision, and appropriately positioning themselves to ensure maximum vision across all children to maintain safety and well-being at all times.</p>
Photos and Evidentiary Documents	
Educator's sign in-out.pdf	Educators working directly with children



## Child Details

Child's Name	P01
Child's Gender	Female
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?	Yes
Type of Injury/Trauma	Internal Injury/Infection
Part of the Body	Arm/hand/finger

## Contact Details

Name	P01
Phone Number	P03
Email Address	P03