



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	Woden Early Childhood Centre Inc
Provider Number	PR-00005884
Provider Approval Status	Approved

Service

Service Legal Entity Name	Woden Early Childhood Centre Inc
Service Trading Name	Woden Early Childhood Centre
Service Approval Number	SE-00009858
Service Approval Status	Approved

Incident Details

Incident Type	Illness
Incident Date	6/03/2025
Incident Time	06/03/2025 09:30 AM
Location	Indoors
Sub Location	Eating area
General Activity at the time	Meal time
Cause of Illness	
Did Emergency Services attend	No



Further Details of the Incident

When I arrived in the morning at 9.30am, I immediately took over the task of serving morning tea. White bowls were already filled with Rice Bubbles and on the table, and a carton of milk was on the table as well. I poured the milk into each of the bowls and served them to the children who were already seated at the table without first checking which children were seated at the table. We use coloured bowls for children with allergies, and when I didn't see any coloured bowls I assumed all the bowls could be filled with regular milk. This was a big mistake on my part to not double check which children were seated.

I quickly noticed that P01 was eating and immediately realised my mistake. I took the bowl from her and gave her a new bowl with soy milk. I then went inside to double check that she had an intolerance to milk rather than a severe allergy. We then sat with her and watched to see if she developed any symptoms. A few minutes later she threw up at the table. I asked P01 to grab P01's Epipen in case I was wrong about it being an intolerance and then asked P01 to check with P01 (our cook) about P01's intolerance. Once it was confirmed that it was an intolerance we put her Epipen away. I sat with P01 during this time and saw that she was developing a rash on her face but had no other signs of distress.

I then called P01's mum to let her know about the incident and to get her advice on what to do next. She told me to get P01 her Telfast and just keep an eye on her. I did this and throughout the morning her rash faded.

Details of Action Taken (e.g. First Aid)

I gave P01 2.5mL of Telfast and we closely supervised her

Please detail what steps were taken to ensure parents were notified as soon as practicable, including time, date and nature of notification

As soon as we were sure that we didn't need to give her urgent care (Epipen), I called P01's mother to let her know. This took place at 10.40am on the day (6 March 2025).

Name of Witness to the incident

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 be much more diligent surrounding the use of special coloured bowls for children with allergies. We will visually confirm each child we are serving food to and slow down while doing so (not so rushed). We will communicate more clearly with each other if we need to swap educators during mealtimes and will discuss as a team whether we should be switching educators during mealtimes at all.

Photos and Evidentiary Documents

P01 Incident Page 1.png	Incident Report
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P01 Incident Page 3.png	Incident Report 3



Child Details

Child's Name	P01 P01
Child's Gender	Female
Child's Date of Birth	P02
Parent(s)/Guardians(s) Name	P01
Parent's Email	
Parent(s)/Guardians(s) Phone	P03
Was urgent medical attention required by a registered practitioner/hospital?	No
Type of Illness	Allergic reaction (not anaphylaxis)
Part of the Body	Face/head

Contact Details

Name	P01 P01
Phone Number	P03
Email Address	P03