



Death at the Service

Policy Statement

NBCA ensures staff work practices follow guidelines that support children's health and safety.

Implementation

- Only authorised medical professionals are to determine a death, NBCA employees are not to declare a person dead or insinuate to others that this may be the case.
- Ethical and respectful communication must be maintained with regards to death of a child, staff or family member attending the service on in the service. Attendance of a funeral and other concepts will be guided by the director, on a case by case situation.

Procedure

- The following procedures should be followed in the event of a suspected death at the service:
 - Secure the surrounding area, ensure other children and staff are safe and out of sight of the incident. Staff are not permitted to move the body.
 - Staff commence First Aid.
 - Call Emergency Services (000).
 - Inform the Director immediately.
 - Follow recommendations by Emergency Services.
 - The nominated or certified supervisor in charge of the service will discuss with Emergency Services who the appropriate person is to contact the next of kin. If the nominated or certified supervisor is designated to call, they will notify the enrolling parent/next of kin an incident has occurred and their presence is required either at the service or another designated place.
 - Staff to collect relevant documentation (Enrolment forms, emergency contact details etc.).
 - Primary contact staff, director, or a family member is to accompany the person or child in the ambulance.
 - All staff present are to record an accurate and detailed account of the incident. This is to be completed individually and as soon as possible.
 - The Director or person in charge of the service is to contact the Chief Executive Officer, an NBCA Executive Committee member, Children's Education and Care Assurance and Guild Insurance.
 - Staff are to remain calm and go about their daily duties to the best of their ability.
 - Confidentiality must be maintained to safeguard the privacy of everyone involved in any incident.
 - All people exposed to the incident will have the opportunity to seek counselling.



Policy Links

Policies:

- Confidentiality and Privacy
- Emergencies
- Incidents, Injury, Trauma and Illness

NQS: 2.2 and 7.1

Regulations: 85 – 87 and 97

Sources:

- National Quality Framework
- Red Nose

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Directors Signature:



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Committee Representative Signature:



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