



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, family member, or visitor attending 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 case-by-case and staff are safe and out of sight of the incident. Staff are not permitted to move the body.
 - Staff commence First Aid if safe to do so.
 - Call Emergency Services (000).
 - Inform the Director immediately.
 - Follow recommendations by Emergency Services.
 - The director or responsible person in charge of the service will discuss with Emergency Services how communication will progress depending on the nature of death (e.g child, family or visitor).
 - Staff to collect relevant documentation (Enrolment forms, emergency contact details etc.), sign in details for visitors
 - All staff present who witnessed the incident or had contact with the person prior to the incident 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 an NBCA Executive Committee member, Children's Education and Care Assurance and Guild Insurance. A decision may be made to alter the operations of the service, from partial closure to full closure.
 - Confidentiality must be maintained to safeguard the privacy of everyone involved in any incident.
 - All people exposed and or affected by the incident will have the opportunity for 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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