



Ready Set Kinder

Incident, Injury and Illness Management Policy

Prepared for Ready Set Kinder Pty Ltd

Created by Ready Set Kinder Pty Ltd

Purpose

To ensure incidents, injuries and illnesses are managed safely, promptly and consistently.

Policy Statement

Ready Set Kinder staff are trained to respond to incidents, injuries and illnesses in a calm, appropriate and professional manner.

Parent Absence During Incidents

Where a parent or guardian is off-site at the time of an incident:

- Staff are authorised to administer appropriate first aid in accordance with training
- Parents will be notified as soon as practicable
- Serious incidents will be escalated immediately and managed in line with emergency procedures

All incidents, injuries and illnesses are documented and retained in accordance with record-keeping requirements.

CONTACT DETAILS

Natalie Balcon

0434 996 869

admin@readysetskinder.com.au

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 2nd January 2026



Signed:

Date:: 2nd January 2026