

INCIDENT, INJURY AND TRAUMA INCLUDING THE ADMINISTRATION OF FIRST AID

POLICY

The service and Educators must effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, educators and visitors.

Where a child becomes ill, or has an incident or injury, all reasonable steps will be taken to ensure the child receives appropriate care and attention in a timely manner.

PROCEDURE

All Educators and Educator Assistants must hold current certificates in first aid, CPR, asthma and anaphylaxis management. Copies of these certificates will be kept on file by the Coordination Unit.

Safety issues will be discussed with children to prevent injuries occurring.

Educators and Educator Assistants are to administer first aid practices and treatments that are within the scope of their qualifications and abilities.

Once an incident occurs with a child, appropriate first aid treatment will be provided by the trained Educator. **In the case where an Educator Assistant is present, the Educator would attend to the child who has sustained an incident, injury or trauma while the Educator Assistant cares for the other children present. In the case where no Educator Assistant is present, the Educator would attend to the child who has sustained an incident, injury or trauma within proximity of the other children in care, so the Educator can still see and hear those children. If additional help is needed to treat the injured child or care for the other children, the Educator is to call the Coordination Unit supervisor for further instruction.**

Parents will be notified of any incidents as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury or trauma.

A courtesy call will be given to the parent in the case of a child bite, head injury, in an emergency and any other incidents at the Educator or Coordination Unit's discretion. All courtesy calls will be dated and documented on the incident form. The parent will be notified of other minor incidents or injuries upon collection.

An Incident, Injury or Trauma Record will be completed as soon as possible after the incident occurring, and this will be given to the parent to sign upon collection of the child. The parent is to read and sign the report and give it back to the Educator. The original

document must remain at the service; however, parents are welcome to request a copy of the record to take with them.

The Incident, Injury or Trauma Record will include:

- the details of the nature of the incident and/ or injuries and/or trauma sustained by the child in care;
- the name and age of the child;
- the circumstances leading to the incident, injury or trauma;
- the time and date the incident occurred, the injury was received or the child was subjected to the trauma;
- details of the action taken by the service or family day care educator;
- any medication administered or first aid provided;
- any medical personnel contacted;
- details of any person who witnessed the incident, injury or trauma;
- the name of any person whom the Educator notified or attempted to notify, of any incident, injury or trauma;
- the time and date of the notifications or attempted notifications;
- the name and signature of the person making an entry in the record, and the time and date that the entry was made.

A parent/guardian must be notified of any medication administered to the child and any other health matter that becomes apparent to the Educator. Any medication administered must be documented by the Educator.

Medical personnel may be contacted in the case of a serious injury/trauma. Parents will be notified immediately of any 'serious incidents/injuries'. If an injury has needed medical attention (e.g. a broken arm), then the Educator, in consultation with the Coordination Unit, must complete a Notification of Serious Incident form on the ACECQA database within 24 hours of the incident occurring.

A 'serious incident/injury' refers to:

- a) the death of a child—
 - i. while that child is being educated and cared for by an education and care service; or
 - ii. following an incident occurring while that child was being educated and cared for by an education and care service;
- b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—
 - i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - ii. for which the child attended, or ought reasonably to have attended, a hospital;
Example: A broken limb.
- c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;
Example: Severe asthma attack, seizure or anaphylaxis reaction.
- d) any emergency for which emergency services attended;

- e) any circumstance where a child being educated and cared for by an education and care service—
- i. appears to be missing or cannot be accounted for; or
 - ii. appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
 - iii. is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

To ensure compliance with laws and regulations, the Educator is required to document any doctor and/or medical professional visitations to relevant department as a result of the incident. Parents are therefore required to notify the Educator of any medical treatment; the Educator is then required to notify the Coordination Unit.

The child must be kept under adult supervision until the child recovers or the child's parent/guardian or another authorised person takes charge of the child.

The child may depart the service if they are given into the care of an authorised person or taken outside the premises in the circumstance when the child requires medical, hospital or ambulance care or treatment or because of another emergency. Parents must be notified as soon as possible that the child has needed to depart the service due to the mentioned circumstances. If the parent cannot arrive at the service before the ambulance departure, the Educator may either send the present Educator Assistant with the child in the ambulance, or (if possible, and no Educator Assistant is present) may load the other children in care into an approved vehicle and follow the ambulance to meet the parent at the hospital. In each individual case, the overall wellbeing of all children in care must be considered.

Confidentiality must be maintained at all times, and information about incidents, injuries or trauma to children at the service will only be provided to the parents/guardians of the child/ren involved, the Coordination Unit, and the relevant government Departments (if applicable). Records of incidents, injuries or trauma will be kept in a secure, confidential location at the service, and will be kept until the child is 25 years old.

Parents are to respect the privacy of other families and are not to look at or seek out other children's information.

First aid kits will be easily recognised and readily available where children are present at the service and during excursions. They will be suitably equipped having regard to the hazards at the service, past and potential injuries and size and location of the service.

An Educator and Visitors Incident form is also available that needs to be completed immediately for any significant first aid that Educators, Educator Assistants or visitors to the service may receive. All sections need to be completed and a copy needs to be sent to the Coordination Unit prior to it being filed away.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

National Quality Standard

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (12; 85; 86; 87; 89)

Work Health and Safety Act 2011

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