



INCIDENT, TRAUMA AND INJURY POLICY

Aim:

To keep children safe in their environment and to ensure correct procedures in the case of an accident.

Explanation:

It is important for the safety of children that procedures are followed through in the case of an accident.

Implementation:

- Nominated Supervisor is to ensure that first aid kit is well stocked at all times.
- All Educators, Cert 3 trained and above, are to have current first aid certificates.
- First Aid supplies are to be kept out of reach of children.
- Portable First Aid Kit is to be taken on all excursions.
- Follow the Health and Hygiene policy when dealing with first aid.
- Blood and body fluid (including vomit) to be washed with detergent before being sanitised / disinfected with Viraclean or Saniclean laundry powder or Glen 20 if other products can't be used. All items used in process of cleaning and first aid should be disposed of immediately by being wrapped up and placed in outdoor bins.
- Educators ensure an appropriate balance between "risky play" and safety in the learning environment and train children to identify risk and act accordingly.
- Educators ensure the entire environment is well maintained to help ensure safety.
- Educators use a "quality interactions" approach to ensure they are in close proximity to children and are able to prevent issues rather than standing back with a "supervisory" attitude.

MINOR INJURY

EDUCATORS SHALL ENSURE:

- Child is given immediate first aid appropriate to the injury by staff with current First Aid Certificate.
- Details are recorded on Incident, Injury, Trauma and Illness Record form.
- For minor injuries, add note to KIOSK and parents are informed at the end of day and asked to sign form. Parent can request a copy of the form. Ensure late staff know where the form is and the details to pass onto parents.
- If child has received a **head injury**, the parents should be informed immediately. Complete "Head Injury Form" (see below) in addition to other form, observing and recording details every 20 minutes for 2 hours after the injury. Photo copy this form to give to the parent as it contains notes about head injuries that may guide the parent if the child becomes unwell during the night. The Director or Nominated Supervisor should be informed immediately and should sign the back of the form. This is not required for lesser injuries
- **Biting**. If a child is bitten by another child the area should be washed and a cold pack applied. The parents should be informed immediately. A form is completed as for other injuries. The Director or Nominated Supervisor should be informed immediately and should sign the back of the form. This is not required for lesser injuries.
- Parents must sign all Incident, Injury, Trauma and Illness Record forms before they are filed.



- The Director or Responsible Person does not need to sign the back of minor injury forms but must be shown and sign forms where the parent has been called for a bite or head injury or a more serious incident.
- **Filing Forms.** A summary of the details of the incident or accident needs to be made on the form in the Summary of Incident and Accidents folder. This allows a summary of all incidents and accidents to be assessed by the WHS committee. The signed forms are then filed into each child's enrolment folder where they can be kept for the required period of time as per regulations. Filing should be done promptly as the forms are legal documents and must not be lost.

If requiring more First Aid:

- Staff to contact parents/guardian to alert them of injury and ask them to collect child from pre-school and seek further medical attention.
- Child to be monitored by staff until parent/guardian takes responsibility.
- As above for forms and filing. The Director or Nominated Supervisor should be informed immediately and should sign the back of the form, whenever the parent has been called.
- Any incident requiring follow up medical treatment needs to be reported to ACECQA via the NQAITS portal using Form SI01, within 24hours. **NOTE.** The Incident, Injury, Trauma and Illness Record must be very clear before sending to ACECQA so consider rewriting or typing a report to clarify all circumstances and ensuring the most appropriate words are used to describe the incident etc. A clear form to complete and submit can be accessed at http://files.acecqa.gov.au/files/Templates/Incident_injury_trauma_and_illness_record.pdf

MAJOR INJURY

- First aid to be given immediately by a staff member with approved first aid qualification.
- Staff to contact ambulance on 000.
- Staff to contact parents/guardians or if unavailable to contact other authorised persons and request they come immediately to the pre-school.
- The person responsible for the child (staff or parent) to accompany child to hospital in ambulance.
- Any incident requiring follow up medical treatment needs to be reported to ACECQA via the NQAITS portal using Form SI01, within 24 hours. **NOTE.** The Incident, Injury, Trauma and Illness Record must be very clear before sending to ACECQA so consider rewriting or typing a report to clarify all circumstances and ensuring the most appropriate words are used to describe the incident etc. Print the notification and your reports and file as described above.
- Parents should receive a copy of your report about the incident.
- Make follow up phone call the following day or at appropriate time to check on the child's welfare.

This policy links to the following NQS:National Quality Standards: 2.1.2