



## Incident, Injury & Trauma Policy

### Child-Safe Standard:

The Rumpus Room Children's Centre is a Child Safe Organisation.

### Aims:

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 the first aid kit is well stocked at all times.
- A significant proportion of Educators 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 sanitised / disinfected. All items used in the 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 a current First Aid Certificate.
- Details are recorded on Incident, Injury, Trauma and Illness Record form on OWNA.
- For minor injuries, add note to OWNA and parents are informed at the end of day and asked to sign a form. Parents can request a copy of the form. Ensure late staff know where the form is and the details to pass onto parents.
- If a child has received a **head injury**, the parents should be informed immediately. Complete an Incident, Trauma and Illness Record form. The Director or Nominated Supervisor should be informed immediately and should sign the back of the form.
- **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.
- Parents must sign all Incident, Injury, Trauma and Illness Record forms before they are filed.



**If requiring more First Aid:**

- Staff to contact parents/guardians to alert them of injury and ask them to collect the 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 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.

**MAJOR INJURY**

- First aid to be given immediately by a staff member with approved first aid qualification.
- Staff to contact the 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) will accompany the child to hospital in an 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.
- Parents should receive a copy of your report about the incident.
- Make a 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