

SECTION 3

HEALTH & SAFETY POLICIES

3.1 Children's Accident Policy

Aim:

1. Being aware of children's safety whilst still providing children with opportunities for challenge and risk taking.

Process:

1. Educators will make regular checks of all equipment and the Centre environment.
2. The Director / Assistant Director will ensure that there is adequate staff supervision at all times.
3. The Director / Assistant Director and staff will ensure that a high standard of Work, Health and Safety is maintained at all times.
4. The Director / Assistant Director will ensure that all team leaders First Aid certificates are current and that assistants are encouraged to maintain their first aid qualifications.

In the event of a minor accident, staff will:

(bumps, bruises, grazes)

- Assess the injury
- Treat the injury
- Dispose of items eg tissues, swabs (if contain bodily fluid, double bag and put in bin)
- Disinfect if necessary
- Notify the parent, if Team Leader/Director believes it is necessary
- Record the injury on an *Accident Report Form* for both staff and parents to sign

Any injury to the face or head, staff will:

- Assess the injury
- Treat the injury
- Dispose of items eg tissues, swabs (if contain bodily fluid, double bag and put in bin)
- Disinfect if necessary
- Notify the parent
- Record the injury on an *Accident Report Form* for both staff and parents to sign
- Monitor for signs of concussion, i.e confusion, drowsiness, dizziness, blurred vision, headache, nausea or vomiting, balance problems. If any of these signs are noted, notify the parent to pick up child immediately.

In the event of a serious accident, staff will:

Date of Implementation: October 2013

Date of Last Review: February 2017

Date of Next Review: February 2020

(requiring urgent medical attention from a registered medical practitioner)

- Assess the injury
- Administer First Aid (including CPR if necessary)
- Contact Emergency Services (ambulance)
- Contact parent as soon as possible
- Dispose of items e.g. tissues, swabs (if contain bodily fluid, double bag and put in bin)
- Accompany the child to the hospital (in the absence of a parent/guardian) and remain with the child until the parent/guardian arrives. The child's personal details (Enrolment folder) and details of the accident should be taken to hospital with the child.
- Record the injury on an *Accident Report Form* for both staff and parents to sign
- Download a S101 form (Notification of Serious Incident) from www.acecqa.gov.au. Click on the Educators and Providers tab, click on Application and Notification Forms and print form. Follow directions on form to fill out and then fax to South Australia Education and Early Childhood Services Registration and Standards Board of South Australia, Fax (08) 8226 1815. (see example of form attached)

3. If a child suffers a Poison related accident or injury, staff will:

- Phone the Poison Information Centre or 000 if deemed necessary
- Administer First Aid as advised
- Call for an ambulance and
- Notify the parent/guardian
- Refer to MSDS (kept in laundry cupboard)
- Record the injury on a *Accident Report Form* for both staff and parents to sign
- Download a S101 form (Notification of Serious Incident) from www.acecqa.gov.au. Click on the Educators and Providers tab, click on Application and Notification Forms and print form. Follow directions on form to fill out and then fax to South Australia Education and Early Childhood Services Registration and Standards Board of South Australia, Fax (08) 8226 1815. (see example of form attached)

(The definition of serious incidents according to ACECQA that must be notified to the regulatory authority is:

(a) The death of a child:

- (i) while being educated, and cared for by an education and care service or
- (ii) following an incident while being educated and cared for by an education and care service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:

- (i) 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.

e.g. whooping cough, broken limb, anaphylaxis reaction

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) 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.)

Date of Implementation: October 2013

Date of Last Review: February 2017

Date of Next Review: February 2020

Completing the *Accident Report Form*

1. Staff should include the following details:

- Child's first name and surname.
- Time and date.
- Full details of the accident including location (where in the building or outside), injury type, describe the event (staff positions) and cause (if known)
- If another child was involved. The other child's name must not be included in the report
- Treatment administered, and any follow up external treatments
- Witness
- Last time of food/drink intake if, due to incident, this is deemed necessary
- If parents were contacted, then their reaction and time of contact made
- Who treated the injury (staff to print name)
- Staff to sign
- Parent/guardian must be shown the report and they must sign it.

Relates to Quality Area 2: Childrens Health and Safety, standards, and elements 2.3.3, 2.1.1, 2.1.4, 2.3.2, 2.1.3, 2.2.1, National Regulations 160-162, 168, 168 (2)(b)