



## **Accidents and Emergencies**

### Policy

Educators will respond effectively to all accidents and medical emergencies. Educators must ensure that parents are informed as soon as possible after an accident and that an accident/incident report and any other relevant documentation are completed.

### Background

All precautions will be taken to prevent accidents and injuries. In the event of an accident or injury occurring educators will act in accordance with First Aid Guidelines to minimize further complications

### Practices

- All precautions will be taken to reduce the incidence of accidents and injuries, and to recognize potential risks that need immediate attention.
- At least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification is present at an emergency and on site.
- At least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training is always present on site.
- At least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training is always present on site.
- All educators will have accessible at all times a fully stocked First Aid Kit in accordance with a recognized First Aid Provider such as Red Cross, Parasol or St Johns. All educators will ensure that the kit is inaccessible to children and checked regularly.
- All First Aid kits must include a "space blanket", a cold pack (appropriately stored), a face shield for resuscitation purposes and at least 3 triangular bandages.
- All educators will remain calm, assess injury, ensure child is comfortable, and reassure other children. If educators are dealing with a minor injury they will provide appropriate first aid. In the case of a serious injury educator will apply First Aid as specified in their First Aid Training, CPR if required, call ambulance and

parents.

- Children who have an accident while in care must be kept under adult supervision at all times
- Permission must be sought to administer any medication (see medication procedure).
- Families must be notified if any First Aid treatment or medication is administered.
- Families must be notified immediately if the child contracts any illness or is involved in an accident while in care.
- The Director, or an educator delegated by the director, will take any and all necessary steps to ensure that other children in care are not put at risk or in a stressful situation.
- An accident/incident report must be completed and given to the parent to sign at the first practical contact after the accident and filed in the child's file, these must include:
  - details of accident/ incident that occurred
  - details of injury
  - name and age of child
  - time and date of accident/incident
- In the case of a child falling ill in care an Illness form must be completed and given to the parent/guardian to sign when the child is picked up or as soon as practical afterwards.
- Educators must contact Children's Education and Care Assurance no later than the next working day of any accident/incident resulting in hospitalisation or death on 6207 1114.

#### PROCEDURES FOR ACCIDENTS Educator to provide First Aid as per training course

- Educator to call an ambulance if required – 000
- Educator to reassure injured person and other children in care
- Educator to contact the parents of the injured child
- If necessary the educator or director will contact the other children's parents.
- In an emergency the educator must stay with the injured child until an ambulance and/or injured child's family member arrives.
- Educators are to complete an accident incident form within 24 hours of the incident occurring.

<i>Policy Action</i>	<i>Process Development</i>
Sources/ Further Reading	<p>Education and care services National Law (ACT) Act 2011</p> <p>Education and care services National Regulations – 85, 86, 87, 89(1), 136(1)</p> <p>National Quality Standard for Early Childhood Education and Care (2011) – Elements 2.1.4, 2.2.1; 2.2.2; 2.2.3;2.3.3, 3.1.1; 3.1.2</p> <p>Early Years Learning Framework for Australia- Practices: 4- Intentional Teaching; 7- Continuity of learning and transitions. LO- 1.1, 3.2, 4.3</p>

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