

Acorn Child Care Centres

Policies and Procedures



2.10 Incident, Injury, Trauma, Illness and First Aid

Background

The safety of children at the service is the ultimate priority.

To comply with the Education and Care National Regulations 2011 and the National Quality Standard 2011, services need well-considered and documented processes so that staff and educators can respond to children's injuries competently and calmly and in a way that ensures that children are kept safe and/or risk of further harm reduced.

Policy statement

This Policy details how the Service ensures that staff and educators possess the qualifications, knowledge, skills and training to respond to children who are unwell or have been injured, and how it communicates with parents to ensure staff and educators can best respond to their children's identified medical needs.

To this end, the Service recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The staff are qualified in First Aid and CPR, and trained to deal with asthma and anaphylaxis. Information about children's known medical conditions is readily accessible, as is any medication required to manage those conditions

Strategies and practices

- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its HR records. The required number of educators with these qualifications meets regulatory requirements at all times, including on excursions. QA 2.1.4
- First Aid kits are located so that educators can readily access them in an emergency. They are clearly labelled, and kept out of the reach of children. A portable First Aid kit is available for excursions. The contents of all First Aid kits are cleaned, expiry dates checked, and replenished at least once per month. Yearly the kits are checked and restocked. QA 2.1.4
- CPR posters from recognised authorities are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces. QA 2.3.3
- The Service maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. The records are reviewed yearly and updated as per parent communications. Parents are required to inform the Service of any changes to these contact details. QA 2.3.3
- The Service maintains Medical Management Plans for children with identified medical conditions. These plans are updated when a change occurs. With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service, including food preparation and eating areas. The Plans are strictly adhered to in any emergency. Refer to the *Service's Medical Conditions Policy*. QA 2.1.1, 2.3.3

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- In the event of a child displaying early symptoms of a childhood illness, First Aid administered as appropriate, the child made comfortable and their condition closely monitored. Parents will be notified and asked to collect their child as soon as possible to obtain medical attention. QA 2.1.4
- The centre has an epipen, if a child shows signs or symptoms of anaphylaxis even without an action plan in place then we will administer as per educator first aid training.
- In the event of a serious injury to a child, educators are to follow the Service's response protocol to serious incident. The educator is to complete an Incident, Injury, Trauma and Illness Record. Parents are asked to sign the Record (as proof of disclosure of information). QA 2.1.1, 2.3.3
- In the event of an injury to a child's head or face. The educator is to complete an Incident, Injury, Trauma and Illness Record, and notify the Director and then the parents immediately. The notification time is to be noted on the Incident, Injury, Trauma and Illness Record. Parents are asked to sign the Record (as proof of disclosure of information). QA 2.1.1, 2.3.3
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed, signed by the parents. QA 2.1.1, 2.3.3
- In the event of a child not breathing, educators are to follow DRABCD first aid procedure, call ambulance and notify the nominated supervisor. QA 2.3.3
- Staff are to inform the Nominated Supervisor as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form from the centre HR program for the Service's records. The director needs to be notified prior to the staff member seeking medical advice, this information should be added to the records. The staff member is also required to notify the Nominated Supervisor of any application for WorkCover, and to keep the Nominated Supervisor informed of any progress. QA 7.3.2
- If a child arrives at the center and has had an Incident or Injury at home. The guardian is asked to fill in an Incident / Injury on intake form prior to dropping off at the center. If the guardian has already left the center and bruise is found the Educators are to inform the Nominated Supervisor and ring the Parent/Guardian and ask them about the incident. The Parent/Guardian is to sign the form when picking up in the afternoon.

Additional safe practices for babies

- To ensure staff are regularly reminded about and trained in the specialised responses to any emergency involving a baby.

Responsibilities of parents

- To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.

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Links to other policies

- Death of a Child Policy
- Enrolment and Orientation Policy
- Excursion Policy
- Handwashing Policy
- Management of Infectious Diseases Policy
- Medical Conditions Policy

Sources, Further reading and useful websites

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Kidsafe – <http://www.kidsafe.com.au/>
- St John. *First Aid Factsheets*.
http://www.stjohn.org.au/index.php?option=com_content&view=article&id=22&Itemid=36
[x](#) accessed 24 November 2013
- The Royal Children’s Hospital Melbourne – <http://www.rch.org.au/home/>

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