

	<b>ACCIDENT AND EMERGENCY POLICY</b>		Loxton District Children's Centre	
			Policy ID:	POL-
			Version:	1
			Review Date:	15/08/2016
			Next Review Date:	15/08/2018

## 1. Policy Statement

The Loxton District Children's Centre (LDCC) has a duty of care to ensure that all persons are provided with a high level of protection during the service's hours of operation. LDCC takes its responsibility for the protection of the health and safety of each individual entering the premises/ and or using the equipment at all times seriously.

We recognise that child care is a high risk business and that from time to time, accidents or injuries may occur to persons on our premises.

Children are supervised at all times, never being left unattended. Every effort is made by educators to prevent accidents. If an accident should occur, the staff will take appropriate action, according to the procedures.

## 2. Implementation

An Incident, injury, trauma and illness form is kept for each individual child in each room Possum's, Joey's, Kangaroo's and Kookaburra's. Details to be completed:

- Date and time.
- Name and age of child.
- Description of Accident and injury.
- Room.
- Treatment provided and action taken by centre.
- Parents advised (how and when).
- Staff name and signature.
- Parent signature.
- This report must be read and signed by the person collecting.

Educators who have approved First Aid Certificates can attend minor injuries with health guidelines and procedures.

Parents/ guardians are required to provide written authority (included in the enrolment form) for educators of the service to seek medical attention for the child if required. If an ambulance is required, the centre is not financially responsible for any costs. LDCC strongly encourages families to acquire ambulance cover.

## Accident and Emergency Procedures

### Minor Accident/ Injury

Educators who are qualified in first aid will:

- Use disposable gloves when blood is evident.
- Attend to the injured child and apply first aid as required.
- Educators need to assess the injury and decide if the parent/ guardian is to be notified immediately by phone or informed when they arrive to collect their child.
- If educators need to contact parents immediately and are unable to do so, the child's emergency contacts should be called.

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/08/2016
Next Review Date:	15/08/2018

- Check whether anyone else has come into contact with the injured child's blood or bodily fluids and require these people to wash any contaminated areas with warm soapy water.
- If a face washer is required, this must be soaked in Cleantec- Nature Clean for at least 1 hour.
- If ice is required, use small blocks in a plastic bag, to be disposed of after use.
- All minor accidents are to be written up on an Incident, injury, trauma and illness form. The parent/ guardian is to be informed so they can read and sign this sheet when collecting their child.
- Any injury that **does not** require attention from a medical practitioner or hospital, but medical attention is sought or they are admitted to hospital at a later stage as a consequence of the minor injury, the Nominated/ Certified Supervisor must notify Education and Early Childhood Services Registration Standards Board of South Australia (EECSRSB) Ph: 82260524.

### **A Serious Accident/ Injury which requires Medical Attention**

Educators who are qualified in first aid will:

- Use disposable gloves when blood is evident.
- Ambulance to be called if required.
- Parent/ Guardian or emergency person to be contacted.
- Educators to carry out all possible medical assistance for the child, prior to the Parent/ Guardian, emergency contact, or ambulance arriving.
- At all times the child will be comforted and calmed by an educator.
- An educator will accompany the child in the ambulance.
- All serious accidents/ injuries that require medical attention - a full report of the accident must be completed on a 'Notification of a Serious Incident' form from the Australian Children's Education and Care Quality Authority (ACECQA) website and reported within 24 hours.
- The information required includes:
  - About the service.
  - Children information.
  - Parent information.
  - Description of incident.
  - Educators who witnessed.
  - Steps taken or will be taken to prevent or minimise this type of incident in the future.
  - Educator information, completing form.
  - Signature of nominated / Certified Supervisor.

### **When and how to ring an Emergency Service**

Dial **000** from landlines or **112** from mobile phones.

Have the following information ready:

- A contact phone number.
- Your name and the education and care service name.
- Your location - street address and the nearest cross roads.
- The exact location of the emergency within the service.

# ACCIDENT AND EMERGENCY POLICY

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/08/2016
Next Review Date:	15/08/2018

- Best entrance to use.
- A brief description of the injury/ accident.
- The name of the person who will meet the emergency services.

### Meaning of a serious incident:

- The death of a child.
- Any incident involving injury or trauma to, or illness of, a child while being educated and cared for by an education and care service for which the attention of a registered medical practitioner was sought, or ought reasonably to have been sought or the child attended, or ought reasonably to have attended, a hospital.
- Any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.
- Any circumstances where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for; or appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

### Reporting Accident/ Injuries

Whenever an injury incident or near miss occurs within the work area, it is important that:

- An educator must take immediate action (with due consideration to their own safety) to prevent further injury occurring and to provide immediate assistance to any injured staff or children eg. Call for outside assistance or expert medical advice.
- Minor injuries or incidents which do not result in any loss of work time, do not require professional medical assistance/ advice or which do not cause damage to property or equipment must be reported on the Incident, injury, trauma and illness report form.
- An injured educator/ staff member must report the Incident to the WHS Officer, nominated/ Certified Supervisor as soon as practicable after occurrence and complete the Accident/ Incident/ Injury report form (located in WHS folder in staff room).

### Follow up Action

- Offer support/ counselling for educators/ staff.
- WHS Committee in consultation with Nominated Supervisor to review performance of emergency procedures.

### First Aid

- All educators will obtain and keep up to date with First Aid qualifications. CPR to will be updated every 12 months.
- First Aid Kits are located in each room Kookaburras, Kangaroos, Joeys and Possums. First Aid Kits are out of reach of children but easily accessible by educators. Kits will be updated by the WHS Officer regularly.

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/08/2016
Next Review Date:	15/08/2018

- Ice is kept in the freezer in the kitchen for bruises and sprains.
- In the event of an injury first aid will be administered by an educator with current first aid qualifications.

The telephone numbers of Emergency Services and the Poisons Information Centre will be displayed next to each telephone in the service.

Poisons Information     **131126**  
 Loxton Police             **000**  
 Loxton Ambulance       **000**  
 Loxton Fire               **000**  
 Loxton Health Centre    85847321  
 Loxton Hospital         85848555

### **Dental Emergencies Procedure**

**Bitten tongue or lip** - apply a cold compress/ pressure to reduce bleeding and swelling using a clean cloth. If bleeding continues, seek dental or medical advice.

#### **If a tooth is knocked out**

- Baby teeth should not be put back into the mouth.
- Place the tooth in milk and transport it and the child to a dental professional as soon as possible.
- Permanent teeth need to be replaced immediately in the socket and apply finger pressure. If necessary continue to hold the tooth in position.
- Seek immediate dental treatment.
- Try not to touch the root of the tooth - pick the tooth up by the crown.
- If the tooth is dirty, rinse it in milk or saline solution for a few seconds (preferably).
- Don't let the tooth dry out.

#### **If teeth are broken**

- Place any broken piece of tooth in milk and seek medical advice as soon as possible.
- If no milk is available, wrap the tooth in plastic wrap for transportation.

### **3. Review**

The Accident and Emergency Policy will be reviewed every two years.

### **4. References**

Standard 2.1 Each child's health is promoted

Element 2.1.1 Each child's health needs are supported.

2.1.3 Effective hygiene practices are promoted and implemented.

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/08/2016
Next Review Date:	15/08/2018

2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.

Standard 2.3 Each child is protected

Element 2.3.1 Children are adequately supervised at all times.

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

2.3.3 plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Regulations

77 Health, hygiene and safe food practices.

85 Incident, injury, trauma and illness policies and procedures.

86 Notification to parents of incident, injury, trauma and illness.

87 Incident, injury, trauma and illness record.

89 First Aid kits.

98 Telephone or other communication equipment.

99 Children leaving the education and care services premises.

161 Authorisations to be kept in enrolment record.

168 Education and care service must have policies and procedures.

177 Prescribed enrolment and other documents to be kept by approved provider.

(1) (b) an incident, injury, trauma and illness record as set out in reg 87.

## 5. Related LDCC Documents

- Acceptance and refusal of authorisations Policy
- Dental Hygiene Policy
- Biting Policy
- Health Support Policy
- Medication Policy
- Supervision Policy
- Work Health and Safety Policy
- Incident, injury, trauma and illness Report Form
- Notification of a Serious Incident form



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Endorsed by Director – Jo Mitchell

Director Signature.....Date ...../...../.....

Endorsed by Employee Rep. Name – .....

Employee Signature .....Date...../...../.....

Adopted by Management Committee

Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../..... Date of implementation: ...../...../.....

## Review History

Document History	Version No	Issue Date	Description of Change:
	1.0		Updated, June 2008