



Mountain Community Children's Centre Inc.

Accident and Administration of First Aid Policy

Rationale: Due to the unpredictable nature of everyday events, people may be injured or become seriously ill while at the Centre.

Long Term Goal: To provide a clear outline of how educators will respond to accidents or serious illness and/or apply first aid if required.

Procedure:

In the event of an Emergency at the Centre see the Emergency Evacuation Policy and Emergency Evacuation Charts located at each exit.

The Centre Director / Nominated supervisor will maintain educators rosters to ensure there is a educators member with first aid qualifications on the premises at all times. All first aid is to be administered by educators with first aid qualifications.

All permanent educators will hold current recognised first aid qualifications, current approved anaphylaxis management training and current approved emergency asthma management training (course paid for by the centre as well as time off during works hours). All new employee induction includes an induction to the first aid policy.

There will be an allergy chart or medical profile document kept in each room (kitchen), outlining any specific known details for children or educators.

To avoid contact with blood or body fluids educators **MUST** wear disposable gloves when administering first aid. Any treatment materials such as cotton buds, gloves etc. that have been soiled with blood or body fluids must be sealed in a plastic bag before being placed in the bin (see Contact with Blood and Other Body Fluids Policy).

In the event that a child, educators or visitor incurs an injury whilst at the Centre, the room leader in the vicinity (with first aid qualifications) will assess and treat the injury to determine whether or not further medical treatment will be immediately required. **THE DIRECTOR / NOMINATED SUPERVISOR MUST BE NOTIFIED OF ALL ACCIDENTS OR INJURIES.**

If the nature of the injury is deemed to require further medical attention or is Life Threatening the Director / Nominated supervisor must follow the procedure outlined below to notify all parties of the event.

If a member of educators seeks medical attention under “Workers Compensation”, the event must be all documented. The documentation must be kept in the educators file . The Director / Nominated supervisor must notify Work Cover and Allianz Insurance within 24 hours according to the insurer’s requirements.

Injuries will be determined as:- **(1) Non Life Threatening Injuries, (2) Serious incident**

1. Non life-threatening Injuries

Updated July 2026– Reference Material Education and Care Services National Regulation 2020, A Directors Manual Managing and Early Education and Care Service in NSW (CELA), Staying Healthy, 6th Edn 2024 The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011
(Regulation 85, 86, 87. 89: Incident, injury, trauma and illness policies and procedures, first aid kits)
National Quality 2

Injuries which are regarded as minor such as abrasions, bumps, scrapes. These will be treated by educators with relevant first aid qualifications. Educators will then complete a Incident, Injury, Trauma and Illness Record. This record will be shown to the family to sign upon departure and then kept in the child's file.

For any injuries which occur above the shoulders, the parent or emergency contact will be notified of injury and first aid administered.

Serious Incident

Injuries that are deemed immediately non-life threatening but may require further medical assistance such as possible breaks or head trauma. Educators will notify the parent or emergency contact to collect the injured person and seek further medical advice. Educators will then complete an Incident, Injury, Trauma and Illness Record as stated above. The serious incident occurring at the centre will be reported via the NQA IT System portal on the <https://www.acecqa.gov.au/> website within 24 hours.

Injuries that are Life Threatening or Require Emergency Treatment

In the event that an injury is serious or deemed as life threatening educators will administer the appropriate first aid while another member of educators dials the emergency number on the telephone **000** (or alternatively **112** on a mobile if required) to call for an ambulance. The Director / Nominated supervisor must notify the ***parent / guardian or emergency contact** to let them know that an ambulance has been called to seek medical attention for the injured party. This Incident is then to be reported via the NQA IT System portal on the <https://www.acecqa.gov.au/> website within 24 hours.

Once the ambulance has been called and the family is notified, the educators/staff member who dials for the ambulance will then collect / photocopy the appropriate emergency details for the injured party so the information can be taken along to the hospital to inform medical practitioners of any allergies, medical conditions. The Director / Authorised member of staff/educator will accompany the injured party in the ambulance if the family or emergency contact are not available. The educator must return to the Centre as soon as possible to complete any further documentation required.

Under no circumstances will a member of staff/educator transport a child, another member of staff/educator or visitor to seek medical attention in their private car.

There is a first aid kit in each room. Each room has an emergency bag. In the Lizards and Snake rooms the bag and rings are in the lockers. There is also another bag and rings located in the white cupboard on the verandah. In the Joey's room it is located on top of the children's lockers. The emergency bags are to be taken and rings used when conducting emergency procedures and drills. First aid kits and are checked monthly and recorded. Supplies are ordered if needed.

See also Medical Conditions/Unwell Children Policy. When a child, member of educators or visitor becomes ill whilst at the Centre, the appropriate Incident, illness, injury and trauma record will be completed. Educators will follow the same first aid guidelines as previously outlined. **THE DIRECTOR / NOMINATED SUPERVISOR MUST BE NOTIFIED OF ANY ILLNESS IN A CHILD PRIOR TO NOTIFYING THE FAMILY OR EMERGENCY CONTACT TO COLLECT THE UNWELL CHILD.**

Dental: In the case of an injury requiring possible dental treatment, educators will contact the parent / guardian or emergency contact as for all injuries. This Incident is also to be reported via the NQA IT System portal on the <https://www.acecqa.gov.au/> website within 24 hours.