



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 staff 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 staff rosters to ensure there is a staff member with first aid qualifications on the premises at all times. All first aid is to be administered by staff 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 staff.

To avoid contact with blood or body fluids staff **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, staff 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 staff seeks medical attention under “Workers Compensation”, the event must be all documented. The documentation must be kept in the staff 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 October 2013 – Reference Material Education and Care Services National Regulation 2011, A Directors Manual Managing and Early Education and Care Service in NSW (Community Child Care Co-operative) 2013, Staying Healthy in Childcare, 5th Edn 2012 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 staff with relevant first aid qualifications. Staff will then complete a Incident, Injury, Trauma and Illness Record. This record will be given to the family and a copy 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. Staff will notify the parent or emergency contact to collect the injured person and seek further medical advice. Staff will then complete a Incident, Injury, Trauma and Illness Record as stated above. The serious incident occurring at the centre will be documented on a SI01 Notification of serious incident form (kept at the back of the incident folder) and sent to the Department of Education & Communities within 24 hours. A copy of the incident report will be provided to the family as soon as possible.

Injuries that are Life Threatening or Require Emergency Treatment

In the event that an injury is serious or deemed as life threatening staff will administer the appropriate first aid while another member of staff 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. They must then inform the Department of Education & Communities within 24 hours and complete the SI01 Notification of serious incident form (kept at the back of the incident folder).

Once the ambulance has been called and the family notified, the 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 staff of any allergies, medical conditions. The Director / Authorised member of staff will accompany the injured party in the ambulance if the family or emergency contact are not available.

Under no circumstances will a member of staff transport a child, another member staff or visitor to seek medical attention in their private car. In the event of staff accompanying an injured person to the hospital, DOC's must be notified of the incident and be informed if child to staff ratios have changed. The member of staff must return to the Centre as soon as possible to complete any further documentation required.

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

See also Medical Conditions/Unwell Children Policy. When a child, member of staff or visitor becomes ill whilst at the Centre, the appropriate Incident, illness, injury and trauma record will be completed. Staff 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, staff will contact the parent / guardian or emergency contact as for all injuries.