



## Policy and Procedures Incident, Injury and First Aid

Acacia Children's Centres (Acacia) has a duty of care to ensure that all persons are provided with a high level of protection at all times. We take our responsibility for the protection of the health and safety of each individual entering our premises and/or using our equipment at all times seriously.

It is understood that there is a shared legal responsibility, commitment and accountability by all persons to implement our Service's incident, Injury and First Aid Policy and Procedures in conjunction with our Occupational Health and Safety Policy and Procedures.

We recognise that children are curious in their world around them and as part of their social development will take some risks in problem solving and that, from time to time, accidents or injuries may occur.

Each Centre also complies with the Education and Care Services National Act and Regulations and best practice recommendations from recognised authorities.

The First Aid Policy is important not only for children, families and staff, but relates to every person who enters the service's premises or uses the service's equipment.

At Acacia, it is a requirement that all educators and staff have senior first aid qualifications and update their CPR training annually. Copies of first aid qualifications are stored in educator and staff files.

Any accident or injury which occurs to an employee or a child whilst in care at any Acacia centres (no matter how minor); will be documented on the centre's Incident, Injury, trauma and Illness report.

Educators will inform the director or person in charge as soon as practicable and before calling the family. Educators will inform parents/guardians of any Incident/injury either, by phone or at collection time and parents/guardians will be required to sign the report to acknowledge that they have been informed of an Incident or injury to their child.

In the event of any injuries to face or head a parent/Guardian **must** be notified via phone

### Immediately

If any educator, staff, student or volunteer has an accident at work, they must report this to the Director or the person in-charge and write the details in Acacia's Incident, Injury, trauma and Illness record, found in each room.

### The role of Acacia

#### Acacia will:

- Take all possible precautions to reduce the incidence of accidents and injuries, and to identify and take steps to remediate potential areas for accidents and injuries.
- Ensure all educators maintain current first aid certification;
- Ensure that all educators and staff are aware of our policies and procedures;
- Ensure that adequate first aid kits, that meet current guidelines are available in each Centre and whilst on excursions or outings;
- Ensure that the contents of each kit are replaced within 7 days of use and are checked bi-annually for expiry of contents;



- Administer First Aid as necessary to any injury and make a determination, based upon current training knowledge, of the extent or seriousness of the injury;
- Ensure that a child accident and incident report is to be filled when any child is given first aid; and when any incident occurs (i.e. a fall, a cut, a bite etc.). The report must be signed by a staff member and provided to the Director for follow up. Parents are to be notified and sign the form to acknowledge this notification.
- Ensure that current emergency contact records are held for children and staff in attendance at the Centre and that these are formally updated bi-annually;
- Ensure access to a telephone (landline and/or mobile) at all times during the Centre's operational hours;
- Ensure that relevant emergency service phone numbers are clearly displayed beside all fixed landline handsets at all times;
- Ensure that emergency evacuation routes and procedures are clearly displayed in each area of the Centre's operating premises;
- Ensure all educators and staff are inducted in and aware of emergency evacuation procedures with an emergency evacuation drill practiced at least 4 times a year;
- Ensure that current CPR signage is clearly displayed in rooms;
- Ensure that enrolment forms have provision for the Centre to call for an ambulance if deemed necessary.

### Accident Procedures

If an accident occurs in the children's centre or Acacia programs:

- Attend to the child or participant
- Administer relevant first aid
- Call for an ambulance on 000 if necessary
- Notify parent or guardian or emergency contact person as soon as practicable, but no later than 24 hours after the occurrence.
- In the event of any injuries to face or head a parent/Guardian must be notified via phone immediately.
- Document nature of accident and treatment given in the Acacia's Incident, Injury, trauma and Illness record. If it's a minor incident and no medical treatment is given, educators are to monitor the person's injury throughout the day.
- An incident/injury report will be completed in collaboration with the witness and the room leader Educators are to make sure the Acacia's Accident, Injury and Illness Records is signed by the child's parents/guardians or emergency contact person at the end of the day. All incidents/injury, must be reported to the director or person in charge as soon as practicable, but not before families have been contacted.
- All Reports are filed in the office once the parents has signed the form declaring they have been informed of the incident.
- All records of serious incidents will be filed securely, until the child is 24 years old.

In the event that any of the following incidents listed below occurs, the approved provider together with the nominated supervisor is responsible to notify DET in writing within 24 hours of the incident using the Serious Incident Notification form on the NQAITs website (<http://acecqa.gov.au/national-quality-agenda-it-system>):

- a) the death of a child—
  - (i) while being educated and cared for by an education and care service; or



(ii) following an incident while being educated and cared for by an education and care service.

(b) 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—

- (i) the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; or
- (ii) the child attended, or ought reasonably to have attended, a hospital.

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.

(d) any circumstance where a child being educated and cared for by an education and care service—

- (i) appears to be missing or cannot be accounted for; or
- (ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
- (iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

## FIRST AID

First Aid is defined as the initial care of the ill or injured where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives.

The First Aid policy, procedures and practices are designed to support educators and staff to

- preserve life.
- ensure that ill or injured persons are stabilised and comforted until medical help intervenes;
- monitor ill or injured persons in the recovery stage;
- apply further first aid strategies if the condition does not improve; and
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured

The following incidents are examples of when First Aid is required:

- life threatening injury or illness, such as loss of consciousness leading to
- respiratory or cardiac arrest;
- Sudden Infant Death Syndrome (SIDS);
- choking and/or blocked airway;
- allergic reaction, such as anaphylactic shock to nuts or seafood;
- injury to the head, back or eye;
- bleeding or bone fracture;
- high temperatures and febrile convulsions;
- asthma attack;
- burns (including sunburn);
- excessive vomiting leading to dehydration; and
- poisoning from either hazardous chemicals, substances, plants or snake/spider bites.

Acacia also recognises that First Aid responses to people suffering from an emotional or psychological condition are also important. The conditions can include:

- severe stress resulting from a workplace or personal situation.
- anxiety attack; and



- emotional breakdown and loss of reasoning

### **The need for an ambulance**

- The Director and staff will decide when it is appropriate to call an ambulance.
- This may be for a child who has stopped breathing, having a severe allergic reaction, convulsions/seizures or has had a fall resulting in severe injuries.
- If in Doubt Call 000 for ambulance for assistance.
- In the event of the need for an ambulance, educators will contact the parent/guardian or emergency contact via phone.

### **Personal protection**

First aiders should be aware of standard precautions and understand the importance of minimising cross infection while providing basic first aid. Educators and staff performing first aid must use relevant personal protection equipment (PPE) and follow safety procedures, please refer to the Centre's Hygiene and Occupational Health and Safety Policies.

### **Poisons Information Centre**

The Poisons Information Centre telephone number **131 126** is displayed:

- next to every telephone in the service; and
- where dangerous products are stored.

### **First Aid Kits**

- At Acacia Children's Centres first aid kits are accessible in each room.
- A main first aid kit with additional contents is situated in a common room accessible to all stakeholders.
- Mobile First aid kits are available for the use of excursion, outings or emergency evaluations.
- All first aid kits are equipped to reflect risk assessments which are undertaken annually.
- The contents of each First aid kit are replaced within 7 days of use and are checked bi-annually for expiry of contents.

If educators are required to administer medication they will do so using the procedure described in the Centre's Medication Policy.

### **BREACH OF THIS POLICY**

Any Staff member found to have violated this policy may be subject to disciplinary action which may involve the termination of employment.

### **References**

National Health and Medical Research Council

- *Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services 5<sup>th</sup> Edition*, June 2013

Legislation

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2018*
- *Public Health and Wellbeing Regulations 2009*



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### First aid risk assessment form

Used to assess the first aid requirements for the service. The Approved Provider and educators should use this as a guide only and may identify other areas specific to their service.

1.	How many people work at the service (estimate for most days)?	21				
2.	How many children are enrolled at the service (write the number)?	68				
3.	Do people regularly work in the service after hours?	No				
4.	Do people work on their own after hours, including on weekends?	no				
5.	Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)					
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?	Keilor downs Medical Clinic, 1 km away from the centre				
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?	Sunshine Hospital, Furlong Rd ST Albans, 5.6km in distance				
8.	What type of, and how many, first aid kits are available at the service? Where are the first aid kits located?	1 main in the sensory room 2, 1 in children bathroom Evacuation first aid kit located in office evacuation kit Excursion first aid modified for the children attending the excursion located in excursion bags in each room and in the sensory room. Defibrillator located level 1 foyer.				
9.	Are the contents of first aid kits complete and up to date as per the contents list?					
11.	How many staff with current first aid are there at the service? see staff files					
12.	Identify and list specific hazards and where they may be located	<table border="1"> <thead> <tr> <th>Hazards</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Cleaning products</td> <td>Storeroom</td> </tr> </tbody> </table>	Hazards	Location	Cleaning products	Storeroom
Hazards	Location					
Cleaning products	Storeroom					



**Acacia Indochinese Community Support Association**  
**ACACIA CHILDREN'S CENTRES**

Reg No: A0039290V

ABN: 76 707 214 671



13.	Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept	<b>Hazards /health concerns</b>  anaphylaxis, asthma allergies eczema	<b>Specific first aid requirements</b>  Epi pen, Ventolin/spacers	<b>Specific training required Staff have appropriate training</b>  First aid and CPR updates: HLTAID004 HLTAID001	<b>Location of first aid equipment</b>  Emergency kits In sensory room Specific child's medication located in medicine cupboard within each play space.
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?	Yes for all staff and students			

**Recommendations**

Reference number	Recommendation	Responsibility and time frame

**Names of those responsible for completing this form**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date for next review: \_\_\_\_\_