

Incident, Accident, Injury & Trauma Policy

Statement / Aim

The service and all educators can effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, educators and visitors. As well as taking appropriate steps to minimise the chance of any accidents happening at the centre, it is important for educators to be fully prepared in case such an accident or other emergency does occur.

Procedure:

- First aid qualified educators are shown on the staff roster
- Main First aid kits are clearly labelled and easily identified.
- The Poisons Information Centre telephone number **131126** is displayed next to every telephone in the rooms.
- All educators placed in day-to-day charge as the Responsible Person **MUST** ensure that they maintain a current first aid certificate.
- It is preferred that ALL educators have a current first aid certificate.
- Educators will conduct a safety check of the environment (indoor & outdoor) in order to plan safe experiences for children eliminating or minimising risks.

In the event of minor incident/accident/injury/trauma:

- In the event of an accident/injury, educators with a current first aid certificate will attend to the child giving comfort and administering appropriate first aid.
- Every accident that occurs at the service regardless of severity **MUST** be documented if first aid is administered. This will include as much detail as possible. The educator managing the accident (with current first aid certificate) is required to document the accident/injury/trauma using the Incident Report on KindyHub.
 - another witnessing educator (if applicable)
 - All families will receive a copy of the Incident Report via email.
 - the Centre Manager / Nominated Supervisor (after the form has been completed in full)

Completed form will be filed in the child's individual file and kept until the child is 25 years old.

- Ice-blocks are provided for children to suck on in the event of an injury to the mouth/teeth/lips.
- SudoCream can be applied to minor cuts and abrasions such as grazes from a fall.
- Educators are to complete an *Incident report form (attached)* if the child causes harm to another child (eg, biting, pushing, hitting). This will include as much detail as possible. This is only necessary if it is a major incident or recurring behaviour where parents must be informed and documentation is required.
- In the event of educator's injury, staff are to complete the 'Staff Register of Injury form.'
- Only educators with a current first aid certificate are to administer first aid.
- The Centre Manager/Nominated Supervisor is to be made aware of all incidents.

- A courtesy call to parents must be made for the following:
 - Any injury to the head or neck where there is a good reason for early notification
 - Prominent abrasions
 - Any injury that may require medical attention at a later time
 - If the child exhibits abnormal behaviour, even if no external signs of injury
 - when, in the best judgment of senior educators, there is good reason for early notification
- Whenever a phone call is not deemed necessary, educators will inform parents on arrival in addition to the Incident Report being sent.
- Where circumstances are exceptional and a written report is not available that day, the service will provide and email the form to the family within 24 hours of the incident.
- All injuries where the parent is required to seek medical attention and medical treatment is required must be reported to the Australian Children's Education & Care Quality Authority (ACECQA).
- If a parent/family notifies the service of any accidents, injury or illnesses once the child has left the service and no record of the incident was noticed whilst the child was in attendance; a detailed record must be taken by the educator receiving the information and this information must be placed in the child's personal confidential file. Any notifications received of this nature must be reported to the Centre Manager/Nominated Supervisor for follow-up if necessary.
- Confidentiality is respected at all times.
- A suitable first aid kit is easily accessed from every room and the outdoor area.
- If required, the child will be supervised by an educator until the child becomes well or a parent of the child arrives
- First Aid is not to be administered to children by a student, volunteer or visitor regardless of whether they are first aid trained except in the case of an emergency.

In the event of serious injury or death:

- Educators to inform Centre Manager/Nominated Supervisor immediately
- The most senior educator with current first aid certificate should check for immediate danger, and then commence emergency first aid and resuscitation or CPR if required
- A second educator will telephone for an ambulance immediately
- All other children need to be relocated
- Contact the nominated contacts: In the event of a child, usually parent or guardian OR in the event of a staff member, from their employment details
- Calmly advise that there has been an accident
- In the event of a death, staff cannot advise that there has been a death, as only a medical doctor can determine this
- Assign a staff member to assist the Ambulance Officers with the casualties' details and if necessary travel with the casualty. (Ensure correct staff ratios are maintained at the service – call relief if necessary)
- No staff members other than the Centre Manager/Nominated Supervisor are to give statements to other parents or any other outside organisation, especially the media. Statements will be made after proper consultation with the appropriate authorities.

- Centre Manager/Nominated Supervisor will inform Department of Education and Communities.
- The Centre Manager/Nominated Supervisor will organise support systems and counseling for staff and children if necessary
- Written authorisation from parents for the service to seek urgent medical, dental or hospital treatment or ambulance service and consent to carry out the appropriate medical, dental or hospital treatment is given on child's enrolment form

Considerations / Resources

- Education and Care Services National Regulations 2011
- National Quality Framework 2018
- Work Health & Safety Act 2011

Last reviewed: May 2025