



# NARNIA CHRISTIAN PRE-SCHOOL AND EARLY CHILDHOOD CENTRE

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)



## ACCIDENT, INCIDENT AND INJURY POLICY

### **Aim:**

To keep children safe in their environment and to ensure correct procedures in the case of an accident.

### **Explanation:**

It is important for the safety of children that procedures are followed through in the case of an accident.

### **Implementation:**

- Nominated Supervisor is to ensure that first aid kit is well stocked at all times.
- All Educators are to have current first aid certificates.
- First Aid supplies are to be kept out of reach of children.
- Portable First Aid Kit is to be taken on all excursions.
- Follow health and hygiene policy when dealing with first aid.
- Blood to be washed down and cleaned with bleach (blood spills bucket) immediately. All items used in process of cleaning and first aid should be disposed of immediately by being wrapped up and placed in outdoor bins.
- Body Fluids (including vomit) to be washed down and cleaned with detergent immediately. All items used in process of cleaning and first aid should be disposed of immediately by being wrapped up and placed in outdoor bins.
- Staff ensure playground is kept safe and equipment is placed in safe areas with adequate soft fall underneath.
- Staff will maintain high levels of supervision.

### **MINOR INJURY**

Educators will ensure:

- Child is given immediate first aid appropriate to injury by staff with current First Aid Certificate.
- Details are recorded on accident form (see First Aid Policy) which must be signed when child is collected.
- Parents are notified on collection of child. Parents will be notified at the time of any head injury occurring.

If requiring more First Aid or medical treatment:

- Staff to contact parents/guardian to alert them of injury and ask them to collect child from pre-school and seek further medical attention.
- Child to be monitored by staff until parent/guardian takes responsibility.
- A report sent to ACECQA, Approved Provider. Centre accident report completed, duplicated and signed by parent/guardian. A copy must be kept with child's developmental record.

## **MAJOR INJURY**

- First aid to be given immediately by a staff member with approved first aid qualification.
- Staff to contact ambulance on 000.
- Staff to contact parents/guardians or if unavailable to contact other authorised persons and request they come immediately to the pre-school.
- The person responsible for the child (staff or parent) to accompany child to hospital in ambulance.
- A report sent to ACECQA, Approved Provider and parents. A copy is to be kept with child's developmental record.

*This policy links to the following;*

*National Quality Standards: QA 1, QA 6, 2.1.3, 2.1.4, 2.3.2, 2.2.3, 3.1.2, 4.1.1, 7.3*

*Education and Care Service National Regulations 2011: 77, 85, 86, 87, 103, 176 (2)(b), 177, 183*