



NARNIA EARLY LEARNING

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. (HLTAID004)
- 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.
- A Responsible Person to required to complete the accident forms in conjunction with the witness of the accident/incident. Then the Director will read and sign it.

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.
- In the event of an accident, incident or injury – parents & The Regulatory Authority need to be notified within 24hrs of the event.

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 The Regulatory Authority and 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 The Regulatory Authority, 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