



INCIDENT, INJURY AND TRAUMA POLICY

1.Purpose:

The purpose of this Policy is to provide guidelines in the event that a child-

- Is injured; or
- Becomes ill; or
- Suffers a trauma.

2.Scope:

This policy applies to:

- Little Saints Early learning Centre (the Service) and
- St Andrew's After School & Vacation Care (the Service)

3.Background:

'Children especially under the age of 12 months are top heavy. The size and weight of the head of a young child is not in proportion to the rest of his/her body. This causes the child to easily fall.' (Kidsafe, QLD) It is normal for young children to have falls and bumps, however we still must recognise that we must provide an environment which is challenging for the children. By providing a safe play area where there are limited or no challenges for children, it will be difficult for them to recognise and assess dangers themselves. Staff must supervise children at all times to ensure their safety, and stand back when required to allow children to investigate themselves.

4.Policy Statement:

The Service recognises the importance of developing procedures to minimise accidents/incidents and provide guidance for staff in their daily practice and during emergencies. As a result all Staff must be well trained to apply First Aid when required and follow stringent guidelines when accidents do occur.

5.Rationale:

Staff must understand the correct procedures for dealing with accidents and incidents and complete all documentation as soon as the accident occurs and report it to the Nominated Supervisor. The service also needs to have well practised evacuation procedures in place and information regarding accidents and emergencies need to be located in appropriate places around the centre for staff, visitors and parents.

6.Details:

6.1 Parents will:

- Be informed of the centre's procedures for incidents/injuries/trauma and emergencies through suitable notices located in appropriate locations around the centre.
- Be requested to sign an Incident, Injury and or Trauma Report Form, if one has been written for their child.
- Be issued with relevant information, e.g. CPR pamphlets as information becomes available to the centre.

6.2 Staff must:

- Conduct quarterly evacuation drills with the children and any visitors to the centre and record these drills on the 'Evacuation Form'.
- Post informational posters in appropriate locations around the centre for staff, visitors and parents to see.
- Ensure evacuation floor plans and the procedures for evacuation are located near the exits to each classroom
- Participate in staff training with regard to emergency procedures and as new procedures are developed/modified.
- Participate in fire training to help reduce or prevent the outbreak of fire including the use of fire equipment, preventative strategies and emergency procedures.
- Discuss safety issues with the children before, during and/or after a fire/evacuation drill within the program of activities.
- Discuss with children rules of games and safety measures before leaving the Centre grounds including when visiting the College or oval.
- Complete an Incident, Injury and or Trauma Report Form when witness to a child's mishap. The form will have all details completed, e.g. time, nature of injury, etc., and staff will ensure the form is co-signed by the Nominated Supervisor, and family member. The incident report form must be handed to the Nominated Supervisor as soon as it is completed for the Nominated Supervisor to sign, and establish whether the child's parents will need to be contacted or whether medical attention needs to be sought.
- Personally speak with the family regarding their child's accident/incident if possible.
- Upon closing, staff check to see if Incident, Injury and or Trauma Report Forms were signed by family members, and contact them by phone if forms are not signed.
- Ensure that families sign the Incident, Injury and or Trauma Report Forms next time they are at the centre.

6.3 Management must:

- Organise training opportunities for fire training, emergency procedures and first aid for all staff.
- Select, install and maintain emergency equipment in accordance with their legal responsibilities.
- Organise regular and systematic safety inspections of all emergency equipment.

- Maintain the first aid kits and purchase additional supplies when required.
- Issue current information relevant to accidents and emergencies to parents and staff in home languages.
- Regularly evaluate accident/incident procedures at staff meetings for any changes necessary.
- Conduct risk management meetings to determine risks at the service and develop minimisation strategies for their occurrence.

7.Measuring Tools:

The following measuring tools will be used:

- Staff will check the playgrounds each morning for safety hazards (as per opening checklist)

8.Sources & Further Reading:

- Staying Healthy 5th Ed Preventing infectious diseases in early childhood education and care services (2012)
- National Quality Standard QA2
- National Law (2011)
- National Regulations (2012)
- Workplace Health and Safety Act 1995
Workplace Health and Safety Regulation 2008
- Kidsafe QLD Inc.

9.Related Documents:

- Administration of First Aid Policy
- Dealing with Infectious Diseases Policy
- Medication Policy
- Dealing with Medical Conditions Policy
- Supervision Policy