



Springwood Preschool Kindergarten

Incident, Injury Trauma Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulation 2001

United Nations Convention on the Rights of the Child 1989

Quality Area 2: Children's Health & Safety

Education and Care Services National Law Act 2010: Sections 174(2)

Education and Care Services National Regulations 2018: Regulations 12, 77, 85–87, 89, 103, 136–7, 177, 183

Occupational Health and Safety Regulations 2007

Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces

Policy Statement;

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old.

Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child
- trauma to which a child has been subjected
- an illness that becomes apparent.

Rationale:

An 'Accident' is an incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. It is important that all educators working at Springwood Preschool Kindergarten are aware of the emergency procedures in the case of accidents occurring at the preschool.

Aim:

- To adhere to all legislation regarding serious incidents as outlined in Education and Care Services National Regulations Division 2 – Incidents, injury, trauma and illness

- To minimise the distress to children by ensuring all emergencies as the result of an accident are dealt with in an efficient manner by educators and by maintaining and continually updating policies and procedures to ensure such.

Procedure:

- All educators have a duty of care to immediately notify and report any accident to the Director
- In the case of an Accident at Springwood Preschool Kindergarten, The Director (or nominated educator) or the Certified Supervisor will:
 - a. Call an ambulance immediately if required on '000"



- b. Contact the parents to advise and ask for further instructions
 - c. If the parents are not able to be contacted then the Director (or nominated educator) will contact the child's emergency contacts (found on the child's enrolment form)
 - d. If the child's nominated emergency contacts are not able to be contacted then the Director (or nominated educator) will contact the child's nominated Doctor (found on child's enrolment form)
- First aid is to be administered to the child according to the accident and consequent injury and a written 'Incident, Injury, Trauma and Illness form' completed. Parents will be required to read and sign the 'Incident, Injury, Trauma and Illness form'
 - 1) the original form will be file in the Accident folder in the office,
 - 2) duplicate given to the parents if requested.
 - 3) 2nd duplicate will be filed with child's enrollment form.
 - A first aid kit will be available in both rooms maintained by the Director or nominated educator. The kit will always be kept in a position for easy access by staff on shelf next to external entrance, so can easy be accessed when in outdoor environment. A current first aid manual is included with the kit and first aid procedures as outlined in the manual are to be known and followed. A complete kit will be taken along on excursions and all fire drills. See First Aid Policy, Occupational Health and Safety Policy and Excursion Policy for more information
 - Notification of the accident is to be recorded in the Accident folder kept in the office. The accident is noted and assessed for further risk. Steps will be taken to minimise any further accidents from occurring.
 - CPR charts are displayed in the indoor and outdoor environment.
 - Emergency telephone numbers are displayed near all telephones and family contact information is available to educators
 - An educator *Apply first aid* certificate is on the premises at all times and educators are encouraged to complete first aid qualifications as part of their ongoing professional development. The three basic aims of First Aid are:
 - To keep the patient alive.

- To prevent the condition from worsening.
 - To relieve anxiety, pain and discomfort.
 - All staff will remember that first aid is FIRST aid only, consisting of measures to be taken before medical staff attend (if required) to give second aid, which is proper treatment.
- Educators take precautions to minimise and prevent potential accidents. If an accident occurs educators remain calm and ensure all children and educators are safe. Injuries are assessed and appropriate first aid administered.
 - If the injury involves above the shoulders and requires monitoring other than the initial first aid, then the parents will receive a courtesy phone call at the time to inform them of the incident.
 - The person attending the first aid, and the Room leader will be required to submit a **Notification of Serious Incident** to ACECQA. A copy is located in Accident folder, please photo copy or jump on line; <http://www.acecqa.gov.au/SearchResults.aspx?keywords=Notification+of+Serious+Incident> (***A Notification of Serious Incident Report needs to occur – when an ambulance is called to assist, anaphylaxis incident, when a serious complaint is filed, any injury where a parent MAY seek medical advice- if in doubt fill it out)- this notification form needs to be filled in and SUBMITTED within 24hours of the incident occurring.***)
 - Injured children are made as comfortable as possible while other children are reassured and continue to be supervised by educators.
 - If a child requires transportation to hospital an educator will accompany the child in the ambulance and wait with them until the parents arrive. Families accept liability for any medical or ambulance fees that may be incurred.
 - If death occurs due to an accident the Director or nominated educator will notify the child's family immediately and the Regulatory authority no later than the next working day (within 24 hours). See Death Policy.
 - If the child's family seek any medical attention outside of the preschool, or emergency professionals are sought in response to the event then a Notification of Serious Incident will also be filled in by the responsible person at the time of the incident.
 - The Nominated Supervisor will be contacted.
 - Parents will be phoned at the end of the day to follow the incident.

To prevent injuries:

- Educators to report any equipment repair needs to the Director (these generally arise with the daily indoor & outdoor daily safety checklists completed by both rooms). Remove dangerous toys and equipment from play areas.
- Running and throwing will be restricted to the playground.
- When using large muscle equipment, attentive educators can redirect any child misusing it to safer, more appropriate use of the equipment. Educators must be observant of all children in the room and interact with the children.

To prevent burns:

- The Director is to ensure any hot water in hand washing sinks is set no higher than 43.5°C.
- No heating of children's food will occur at preschool. Microwave ovens will not be used for food or drink heating for children, due to the difficulty of "hot spots" that tend to occur in the heating process.
- Protective covers to be placed and maintained on electrical outlets.
- Smoking is not allowed on the premises (see Smoke, Drug and Alcohol Free Environment Policy)

- Fire drills are to be carried out a minimum of quarterly and times will be varied.
- Hot drinks are not permitted when children are present.

To prevent poisoning:

- Separate child proof locked storage areas will be provided for art, cleaning products and educator's personal belongings. Food will not be stored with any of the above.
- All cleaning fluids must be kept in their original bottles with labels intact.
- Only paints that are non toxic (non poisonous) are allowed in the preschool, and these must be located out of reach of children.
- All spilled liquids must be cleaned immediately.
- Only lead free paint can be used on equipment and walls. Toys purchased will be covered with non-toxic paint.
- The telephone number of the Poisons Information Centre is posted with other emergency numbers by the phone.
- Never call or refer to medicines as 'lollies'
- Be alert to any side effects that may be developing as a result of medication. Check the child frequently.
- Ensure that only non-poisonous plants are present in the environment. Special care is taken during walks to avoid any unknown plants, trees or bushes.

To prevent choking and suffocation:

- Frequently inspect equipment to make sure there are no small detachable parts. Equipment should be age appropriate.
- Plastic bags are to be kept out of reach of children and should not be used to store materials or equipment.
- Parents are to be reminded not to send anything in plastic bags.
- Heavy string and rope should be stored out of the reach of children.
- Adults should blow up balloons only. Deflated balloons should not be available for children.
- Toilets and sinks are potential hazards for drowning. Supervise children in the bathroom.
- Children should be closely supervised during water play.
- Buttons, pins, needles and all small pointed instruments should be stored in a childproof container out of the reach of children.
- All children should be encouraged to eat their food slowly, chewing well. Children should always be encouraged to eat sitting down.
- The preschool does not serve hard lollies, gum or nuts.

Additionally:

- The Certified Supervisor shall conduct weekly inspections of potential hazards. The room is to be arranged to minimize safety hazards. Equipment and furniture are to be in good repair. (Daily indoor & outdoor Safety checks occur)

Links to Quality Areas and Standards:

Quality Area 2		Children's Health and Safety
Standard	2.1	Each child's health and physical activity is supported and promoted.
Standard	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
Standard	2..1.2	Effective illness and injury management and hygiene practices are promoted and implemented.

Quality Area 3	Physical Environment
Standard 3.1	The design of the facilities is appropriate for the operation of a service.
Standard 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
Quality Area 7	Governance and Leadership
Standard 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Source:

[Community Child Care Co-operative NSW – Accident and Injury](#)

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2018) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

[Department of Human Services – Community Services –http://www.community.nsw.gov.au/](http://www.community.nsw.gov.au/)

[WorkCover NSW – www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Policy Reviewed by: _____ Approved by: _____

Signature: _____

Date: ___/___/___

Date: ___/___/___

Next Review Date: ___/___/___



Springwood Kindergarten

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

(*INCIDENTS* –may refer to the following; disputes with people, car park incident, unusual adult behaviour within the preschool, or a serious complaint)

Full name of child:

Age of child at time of accident/ injury/trauma/ illness:

Date of accident/ injury/ trauma/ illness:

Time of accident/ injury/ trauma/ illness:

Circumstances of accident/ injury/ trauma/ illness:

Above the shoulder – Parents given a courtesy phone call if the child requires further monitoring other than the initial first aid.

Location where accident/ injury/ trauma/ illness occurred:

Nature of any injury sustained:

Name of witnesses:

Action taken, including administration of first aid, or Medical person contacted :

Time of child's departure from Preschool: _____

Name of persons collecting the child: _____

Persons notified and by whom: _____

Time _____ Date: _____ of Notifications or **ATTEMPTED**

Name of person making the report:

Date:

Signature:

I acknowledge that I have been notified of the accident/ injury/ trauma/ illness:

Parent name:

Signature:

Date:

Parents received a copy of the report.

Parents did not wish a paper copy of the report

Springwood Preschool Kindergarten – Action has been taken to address the risk

Details

Did this incident require a **Notification of Serious Incident (SI01)** to be submitted to ACECQA (spare copy in Accident folder) (A Notification of Serious Incident Report needs to occur – when an ambulance is called to assist, anaphylaxis incident, when a serious complaint is filed, any injury where a **parent MAY seek medical advice-** if in doubt fill it out) adopt the following steps

Please phone Jessica on 0412870401

Name & Signature of person making Notification SI01 form _____

Date/Time the Notification of Serious form was filled in ; _____

Follow up phone call with parents occurred in the late afternoon of the day that the incident occurred

