

INCIDENT, INJURY, TRAUMA, ILLNESS and ADMINISTRATION OF FIRST AID Policies & Procedures

Links to Regulations: 84-87, 89, 94, 98-99, 100-102, 136, 162, 168 (2) (b) (d) (e) (g), 176, 178, 181, 183

Links to quality areas, standards or elements: 2.1, 4.1, 7.1, 7.3

Rationale:

If a child is injured, becomes ill eg experiences an asthma attack or suffers a trauma whilst at the Centre, staff will give Basic First Aid, follow individual *Medication/Health Care Plans* and notify parents or guardians as soon as practical. On enrolment parents and guardians are requested to provide details of their family doctor and are encouraged to maintain current contact information as it is vital in an emergency.

An 'Incident, Injury, Trauma, Illness Record' will be completed and provided to parents or guardians for their information. Parents and guardians are asked to return the record to the Centre once signed, and request a copy for their personal records as required.

First Aid Procedure:

1. Staff member 1 will administer first aid.
2. Where appropriate, staff member 2 will distract and/or remove other children from the scene. Staff will reassure the child, whilst showing respect for their privacy.
3. If available, staff member 3 will (or any other adult if available) assist staff member 1.
4. Staff will decide jointly (including parents & guardians where possible) about further emergency procedures or seek expert medical advice eg by phoning 000; Poisons Information Service 131 126.

The child will be kept as comfortable as possible and if determined necessary, away from other children to reduce cross infection until they can be collected.

NB: To be employed at our Centre, staff must hold and maintain a current *Senior First Aid* or *Apply First Aid* (formerly BELS) HLTF301C Certificate, and have undertaken approved emergency Asthma and Anaphylaxis management training. Staff with current approved qualifications will be on duty at all times and immediately available in an emergency. One staff member may hold one or more of the above qualifications.

In the event an ambulance is required:

If the casualty is a child, he/she will be accompanied in the Ambulance by a qualified staff member, unless stated otherwise by the Ambulance staff. If the casualty is an adult then this will be at the discretion of the staff and patient.

- The adult/child's file will be taken with them to the hospital as this contains medical information.
- The remaining staff member will contact the parents or emergency contacts and direct them to meet at the hospital. Staff must only provide brief factual details of why the child has been taken to the hospital. e.g. "Your child has been taken to hospital by ambulance as they were having trouble breathing."

NB: The Centre will not be liable for any costs incurred in obtaining medical treatment. Governing Council encourage families to maintain their own ambulance cover.

The Centre maintains ample **first aid kits** that are replenished and checked regularly. Cold packs are kept in the freezers for treatment of e.g. bruises, sprains or stings.

- In the event of **minor incidents** e.g. grazes, bites and small cuts an 'Incident, Injury, Trauma and Illness Record' form must be completed and signed by the first aider, Director/Assistant Director, and parents. These will be retained at the Centre and a copy provided to parents or guardians as needed. Forms will be completed as soon as practicable, but not later than 24 hours after the event.
- **Serious accidents** including injury, or trauma to, or illness requiring medical attention, for example fractures, lacerations requiring stitches, loss of consciousness or concussion or the inappropriate administration of medication, the attendance of emergency services, the death of a child, a missing child or one who is unaccounted for, a child who is taken or removed from the Centre inappropriately or mistakenly locked in or

out of the premises, an incident requiring the Centre to close or reduce the number of children attending or in a circumstance that posed a significant risk to children's health, safety or wellbeing require both the completion of a Notification to the Regulatory Authority (within 24 hours) and the Department for Education and Child Development's *Incident Response Management System* as outlined in the section: **DEALING WITH INFECTIOUS DISEASES – EXCLUSION**. Data entry will be completed as soon as practicable, but not later than 12 hours after the event.

Details to be included:

- Full name
 - Description of the event (including circumstances leading up to the incident, injury or trauma or surrounding the onset of illness, including any apparent symptoms).
 - Injury and treatment administered, (including any medication or first aid & any medical personnel contacted).
 - Details of any persons who witnessed the incident, injury or trauma
 - Who was notified or attempted to be notified, including times & dates
 - Who attended
 - Signatures/names of staff accompanied by the date and time
 - Location of the accident/incident
 - Further treatment required
- In the event that a serious incident occurs, the Centre can support families by organising professional counselling as requested.

Supporting Resources:

- DECD www.chess.sa.edu.au *Asthma Care Plan, Diabetes Plan, Allergy Care Plan (including Anaphylaxis) and/or Medication Plan, and/or First Aid Plan.*
- Medication Authority forms http://www.decd.sa.gov.au/speced2/files/links/Medication_authority_June.doc .
- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- BCCC Medication Log
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record Incident
- BCCC Child Safe Environments Policy and Procedures
- POISON INFO. CENTRE 131 126
- DECD Child Protection Curriculum: Keeping Safe
- DECD: Incident and Response Management System or ED155
- Regulatory Authority
- Yorke & Mid North Regional Office
- School Care on 8463 6564 or DECDSchoolCare@sa.gov.au

Sources:

- DECD: Health Resources for DECD- Health Support Planning
- Health Support Planning in Education & Children's Services
- Guidelines for Education & Children's Services
- First Aid Training *Senior First Aid* or *Apply First Aid* (HLTFA301C)
- Emergency Asthma and Anaphylaxis management training
- 'Responding to abuse and neglect' training
- Criminal History Screening
- Australian Children's Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare
- SA Health Communicable Disease Control Branch (1 300 232 272)

Policy last reviewed: Term 2 2013

Policy review due: Term 2 2014

Approval Signature: