



ADMINISTRATION of FIRST AID & INCIDENT, INJURY, TRAUMA & ILLNESS PROCEDURES

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

This procedure covers both the **Occasional Care** and **Kindergarten** programs.

STATEMENT

Klemzig Kindergarten is committed to providing and maintaining a safe and healthy environment for children, families, staff, volunteers and visitors. This is achieved through an effective and preventative approach to the management of health, safety and welfare, and includes the recording and/or reporting of any incident, injury, trauma or illness that occurs.

Procedure for Child minor injury:

- Comfort the child and administer appropriate first aid.
- Staff member in attendance is to then fill out an *Incident, injury, trauma and illness record*.
- When the child is collected, the parent/carer will be asked to sign the record and the original will be filed in the first aid cupboard and then into child file.
- **Any head injury, or more serious injury will be treated with appropriate first aid and staff will aim to inform a parent/caregiver by phone.**

Procedure for Child Serious Injury/Incident

- Comfort the child and administer appropriate first aid.
- If necessary, contact either parent or emergency contact person and ask them to come and collect the child.
- If a person at a departmental site is ill or injured and needs urgent medical attention, staff must call an ambulance by dialing triple 0 (000).
- If a child or young person requires ambulance transport to hospital, wherever possible department employees should accompany them in the ambulance and remain with them until a parent or alternative emergency contact arrives at the hospital or medical centre. This should not occur if this will prevent the site from being able to provide appropriate supervision for other children.
- Employees should not use a private vehicle to transport individuals to hospital, unless on the express advice of the ambulance service communication centre. Where this occurs, at least 2 adults should accompany the injured person.
- Meeting ambulance costs is primarily the responsibility of the individual or their caregiver. Those that have private ambulance cover should recoup costs from that source.
- Where a person does not have private cover, a request for payment by the department can be made by the parent or guardian. This is done by completing an online ambulance claim.
- Meanwhile the staff at kindergarten will continue to try to make contact with the parent or emergency contacts.
- Relief staff will be arranged if needed.
- The staff member/s will stay with the child until a parent or emergency contact person arrives. They will keep the kindergarten informed of the situation.
- Staff will log the incident on the Incident Response Management System (IRMS) and notify the appropriate authorities.

Procedure for Staff/ Volunteer/Student Injury/ Incident

- Administer appropriate first aid
- Ring for ambulance if required
- Notify next of kin or emergency contact
- Accompany injured/ill to hospital or medical centre if emergency contact has not arrived
- Arrange relief staff if needed
- Complete an *Incident, injury, trauma and illness record*.
- Staff will log the incident on IRMS and notify the appropriate authorities.

Staff are required to:

- Complete an *Incident, injury, trauma and illness record* as soon as possible and give to the director, and where applicable, the Workplace Health and Safety Representative.
- Complete a Work Cover SA claim form (if applicable)
- Complete an application for Leave of Absence if injury prevents you from attending work (if applicable)
- The leader must ensure that each of the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service—
 - (a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
 - (b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
 - (c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.
- Site admin team to ensure first aid records and first aid kits are up to date, suitably equipped and accessible

Illness:

Klemzig Kindergarten is responsible for maintaining a safe and hygienic environment for families, children and educators including preventing the spread of infection. This extends to ensuring that children attending the preschool are healthy and therefore able to engage in learning. Educators are not qualified to care for sick children and are not responsible for administering medication unless under the authority of a Medication Agreement Plan filled out by a Health Practitioner (see Medical Conditions Policy for further information). If symptoms and/or high temperature readings occur while the child is at the Kindergarten, parents or emergency contacts will be asked to collect the child.

Staff follow SA Health advice regarding quarantine, isolation, incubation and exclusion periods. Parents or emergency contacts will be asked to collect their children as soon as possible, and the child will not be able to attend until the exclusion period has passed in line with SA Health guidelines. Exclusion periods can be found on SA Health website

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/exclusion+from+child+care+preschool+school+and+work>

Ratified by Governing Council November 2023
to be reviewed annually



MEDICAL CONDITIONS POLICY (including risk minimisation and communication plans)

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Under the *Education and Care Services National Regulation 90 – Medical conditions policy*, preschool services are required to document a health support agreement which includes a parent communication plan and a separate risk minimisation plan for every child who attends the service with a health and/or medical condition (regardless of the severity).

The following links are to the 2 templates that have been developed by the South Australian Education Department to support preschool services to meet the requirements of *Regulation 90*

- [Health support agreement HSP120](#) – (HAS)
- [Safety and risk management plan HSP121](#) – (S&RMP)

The completion of a HSA and S&RMP are required for serious health and/or medical conditions as well as minor ailments and less severe health and/or medical conditions such as minor allergies, eczema, lactose intolerance, Band-Aid allergy, sunscreen rash etc.

Children who are identified with a formal diagnosed and/or severe health and/or medical condition such as Asthma, anaphylaxis, severe allergic reaction, epilepsy etc., must **also** have a formal Health Care Plan completed by a medical practitioner in consultation with their parent/s.

With regards to a request from a parent where they are making deliberate choices for their child based on culture or a religious belief, this is not considered a health or medical condition so it does not require this level of documentation. However, the site will record this information and ensure all educators are aware of the request made by the parent.

More information is available via the [department's health support planning webpages](#).

IMMUNISATION RECORDS

Klemzig Kindergarten follows the requirements for collecting evidence of immunisations records in accordance with the *South Australian Public Health Act 2011*.

From 1 January 2020 it became a legal requirement for South Australian early childhood education and care services to keep a copy of all immunisation records for each child enrolled in or attending the service. This is to help prevent the spread of a vaccine preventable disease in early childhood services.

For most children an approved immunisation record is an extract from the Australian Immunisation Register. All education and care services must be provided with and retain a copy on file (at the service) of an Immunisation History Statement for all enrolled children by parents/families. The Blue Book or a letter from the local GP doctor are no longer considered approved immunisations records and will not be accepted.

Please use these web-links to source more detailed information around these new requirements:

- [Early childhood service and immunisation requirements](#)
- [Early childhood service providers - FAQ](#)
- [Early childhood services parent and carers - FAQ](#)

Following changes to the South Australian Public Health Act 2011 (the Act), from 7 August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

The Act states:

- an early childhood service must not enrol a child if all immunisation requirements are not met
- a child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met
- early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service
- approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times

Approved exemptions under the Australian Government's No Jab No Play policy are if the: child has a medical contraindication to a vaccine, such as anaphylaxis; child has natural immunity to a particular disease; child is a part of an approved vaccine study; vaccine is temporarily unavailable; authority has determined that the child meets the immunisation requirements

Further Information

Early childhood services and immunisation requirements:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation/immunisation+programs/early+childhood+services+and+immunisation+requirements>

Staying Healthy resource: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

Department for Health: <https://campaigns.health.gov.au/immunisationfacts>

Department for Education intranet info: <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/immunisation-requirements>

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