

# Accident, Injury & Administration of First Aid Policy and Procedures

***Nuriootpa Community Children's Centre is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors. The Centre's Staff team strive to prevent accidents, whether to children or staff. In the event of an accident, the staff will take appropriate action according to the Centre's policies and procedures.***

An accident or injury to a child will be recorded on an Accident/Illness/Injury report form (green form) if any accident/illness/injury occurs that requires the administration of first aid.

Staff will fill in the Accident log and endeavour to verbally speak to families if:

- any injury that is minor (e.g. no or little marks left)
- first aid is not needed

If first aid is administered, and a green report form is completed, a green highlight will be placed next to the child's name on the signing sheet and the person collecting the child will be asked to sign the report. Staff will use their professional judgement when determining if a phone call to the parents is required at the time of the accident/illness/injury.

If, after the event of an accident/illness/injury at the Centre, your child requires medical attention we ask families to notify the Centre as soon as possible.

If a critical accident/illness/injury occurs, qualified staff will administer the appropriate first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. If the injury or illness requires further medical attention the Centre will call for an ambulance and then notify families.

## **EDUCATOR RESPONSIBILITIES**

### **Procedure for Reporting a Minor Incident/Injury**

For injuries not requiring specific first aid, such as: minor cuts, small bruises, bumps etc. an educator will ensure the child is ok and then record the incident in the **First Aid Log**, located in a folder in each room in the Centre (Kangariilla Room, Tii-taka Room and Kindy Room). This information will be verbally conveyed to parents upon pickup.

### **Procedure for Reporting the Administration of Minor First Aid**

If simple first aid has been administered to a child at the Centre the following procedure will be followed:

The staff member in attendance will record details of the accident/injury/incident on a green report form.

A green highlight will be placed next to the child's name on the sign in/out sheets to alert person collecting the child that there is a form to sign and sign.

The person collecting the child will be asked to sign the report.

If any further information is required about the accident, the staff on duty will provide this.

### **Procedure for Reporting the administration of serious first aid.**

If a critical injury or illness occurs, qualified staff will administer the appropriate first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. If the injury or illness requires further medical attention (such as an ambulance, or the child is seen by a Doctor or hospital after the injury or illness was sustained at the Centre), a green accident/injury/illness form will be completed and the incident will also be recorded by the Director on the IRMS system. This will be reported to DECD within 12 hours.

### **Calling an Ambulance:**

Dial 000. For critical injuries or illnesses, an ambulance must be called **before** the parents or staff emergency contacts are contacted. This is to ensure the child or staff member is in the best possible position to receive professional medical attention as soon as possible. Parental permission for an ambulance is not required.

### **First Aid Kits**

The Centre regularly checks and maintains First Aid Kits and Asthma Kits.

**Endorsed August 2016**  
**Next Review August 2018**