



St Helens Park Kindergarten

Incident, Injury, Trauma and Illness Policy



Government
of South Australia
Department for Education

St Helen's Park Kindergarten provides a safe and supportive environment for children. The site provides an inclusive environment for children with chronic health issues and follows DfE policy for trauma.

In the event of an accident and injury the centre supports both children and families:

- All injuries requiring medical assistance are recorded by inside staff member.
- Injuries occurring in the outside environment may require the child moving inside. In this event the outside ECW / teacher will call for assistance and transfer the child into the care of staff inside.
- Appropriate first aid is administered by staff inside to the child. If the trauma is severe the child will not be moved, and first aid administered in situ until emergency personnel arrive.
- Staff will complete an accident record form, including the child's description of the accident.
- Accident forms are signed by staff and parents, with the original copy given to parents and a copy placed in child's file.
- Head injuries require contact to the parents at the time of the incident. The child is monitored for developing issues and first aid administered as required.
- Serious injury will be recorded via DECD portal and follow through. Parents will be contacted regularly until child returns to centre.
- Staff will call 000 for ambulance as needed.
- Psychological trauma will be referred to DfE support services and staff supported appropriately.

Incident, Injury, Trauma and Illness Policy created:

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Governing Council: 30/5/18