

Accident & Emergency Policy

Purpose

This policy describes Sturt Street Children's Centre guidelines to provide a safe and healthy environment for children and adults. Strategies are in place to effectively deal with any situation ensuring the safety of children and adults is paramount at all times.

Aim

- To provide a safe environment for children and adults and minimise the risk of accidents.
- To formulate a plan of action to minimise injury and distress if an accident or emergency should happen.
- To ensure the most effective response to and management of any critical incidents, crises and traumatic events.
- To promote safety awareness.

Policy Statement

To keep the environment safe and free of hazards, staff will:

- ensure equipment is checked regularly for faults, repaired or withdrawn from use
- ensure all hazardous substances are stored in appropriate, secure and child safe facilities i.e. drugs and medication; first aid equipment; cleaning and other harmful chemicals; and harmful instruments
- Report unsafe conditions in the building, outdoor play areas and grounds, including car park and footpaths to the WHS representative.
- ensure doors and gates are closed appropriately
- follow procedures as set out in Centre policies

To promote the safety of children, staff will ensure:

- children are supervised at all times – inside and out
- child:adult ratios are adhered to as per regulations, at all times
- all permanent educators have up to date senior first aid qualifications
- Where possible, a permanent staff member will administer first aid.
- First aid kits are suitably equipped, easily recognisable, and accessible to adults as per regulations
- First aid kits are checked regularly to ensure they are fully stocked and no products have expired
- at least one staff member with a current Senior first aid qualification is on duty at all times
- children and parents are aware of safety rules and emergency and accident procedures
- accidents and incidents are reported to the team leader, WHS representatives and Director, and are recorded on the forms provided in each section for parents to sign
- up to date information from parents on emergency contact numbers are updated annually

- parents provide written consent and instructions obtained for administration of medications and doctor's written consent with a medical authority form (see Medication policy)
- a risk assessment is completed prior to excursions to identify and reduce any possible risks i.e. modified first aid kit to be taken (see excursion policy)

To ensure the safety of staff, everyone at Sturt Street Children's Centre will ensure that:

- Accident prevention strategies are promoted by circulating and displaying safety brochures and information
- All staff, students and volunteers are informed of and follow our policies and procedures relating to accidents, emergencies and medical situations
- Staff are familiar with and meet their Workplace Health and Safety obligations
- Equipment is checked frequently according to the safety check schedule
- Emergency phone numbers are displayed next to every phone
- Staff details, emergency contact names and numbers are recorded and updated as changes arise.

To ensure the safety of everyone attending Sturt Street Children's Centre, the WHS representative will ensure that evacuation procedures:

- Are displayed prominently in the Centre
- Are documented, reviewed and updated as required
- Are familiar to all staff, relief staff, students and volunteers
- Fire drills are held quarterly as per regulations

Source

- Education and Care Services National Regulations
- Guide to the National Quality Framework, ACECQA Feb 2018

Related Documents

Child Accident and Emergency policy and procedure
Medication policy
Workplace Health and Safety Policies

Policy name:	Accident and Emergency Policy – page 2 of 2
Policy written:	June 2016
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