



Incident, Injury, Trauma and Illness Policy

Aim

The service and all educators can effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, staff and visitors.

Related Policies

Death of a Child Policy
Emergency Service Contact Policy
Emergency Management and Evacuation Policy
Enrolment Policy
Food Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy
Infectious Diseases Policy
Medical Conditions Policy

Implementation

This policy, and related policies and procedures at the service will be followed by nominated supervisors and staff members of, and volunteers at, the service in the event that a child -

- (a) is injured; or
- (b) becomes ill; or
- (c) suffers a trauma.

The approved provider of the service will ensure that a parent of a child is notified as soon as practicably possible and without undue delay. Parents will be notified no later than 24 hours after the involvement of their child in the above mentioned experiences.

The service will also ensure that an Incident, Injury, Trauma and Illness Record is completed in full and without delay. [See below.](#)

First aid kits will be readily available where children are present at the service and during excursions. First aid kits must be suitably equipped and easily recognised with regard to the design of the service.

The Centre mobile phone must be available at all times for staff to contact families in emergencies.

Reviewed: August 2017

First Aid Kit Guidelines

Any First Aid kit at the service must -

- Not be locked.
- Not contain paracetamol.
- The service will provide First Aid facilities that are adequate for the immediate treatment of injuries that arise at the place of work.
- The service must ensure first aid facilities include a First Aid kit appropriate for the number of employees on each site and work environment.
- Be in a place that takes an employee no longer than two minutes to reach their nearest first aid kit, including time required to access secure areas.
- Constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- The service will ensure that First Aid kits are maintained in proper condition and the contents are replenished as necessary – **ECW1 to maintain in each term**
- First Aid kits will be regularly checked using the First Aid Checklist to ensure the contents are as listed and have not deteriorated or expired.-**ECW 1 to maintain each term**

- First aid kits should have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- First Aid kits should be located at points convenient to the work force and where there is a risk of injury occurring.
- Display emergency telephone numbers **prominently near phones.**
- Consideration should be given to preventative measures such as sunscreen protection and portable water if working outdoors. **See Sun Protection Policy.**
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators.
- **Our First Aid delegated individual responsible for maintaining all First Aid kits at the service is: Name : Sharon Pensa Role ECW 1**

Number of First Aid Kits Responsible For In the Service: 2

This individual is responsible for using the First Aid Checklist and ensuring each Kit has the required quantities at all times.

- Our back-up First Aid delegated individual responsible for maintaining all First Aid kits when the person listed above is away is:

Name _____ Role

Number of First Aid Kits Responsible For In the Service

This individual is responsible for using the First Aid Checklist and ensuring each Kit has the required quantities at all times.

Updated:

Signed:

First Aid Kit Checklist

Depending on the number staff members at the service, determine which kit is applicable using the table below.

State Regulations			
	Kit A	Kit B	Kit C
NSW	25-100 staff	1-25 staff	1-10 staff
VIC	Medium - Large workplace	Small - Medium workplace	Small workplace
QLD	30 - 100 employees	1 - 30 employees	1 - 10 staff
SA	30 - 100 employees	1 - 30 employees	1 - 10 staff
WA / TAS / NT / ACT	25 - 100 employees	1 - 25 employees	1 - 10 staff

First Aid Checklist				
Product Name	A Kit Qty	B Kit Qty	C Kit Qty	QUANTITY AND EXPIRY DATE MET Yes / No
Additional Modules				
Burns Module	1	1	N/A	
Minor Wound Module	1	1	N/A	
Eye Wound Module	1	1	1	
Sprain Module	1	1	1	
Serious Wound Module	1	1	1	
Full Contents of Each First Aid Kit				
Amputated Part Bags Ass. Sizes X 3	2	1	1	
Wound Closure Strips 3 X 75mm PK5	4	3	2	
Calico Triangular Bandages 110 X 110cm	9	6	3	

Zinc Oxide Tape 2.5 X 5m	1	1	1	
Conforming Bandage 10cm X 1.5m	3	2	1	
Conforming Bandage 5cm X 1.5m	3	2	1	
Conforming Bandage 7.5cm X 1.5m	4	2	1	
Conforming Bandage Heavy weight 10cm X 1.5m	1	1	1	
Vinyl Gloves large with powder (1 pair packed in zip bag)	15	13	6	
Eye Pads 5.5 X 7.7cm	5	2	2	
Non Adherent Pad 7.5 x 10cm	5	4	2	
Non Adherent Pad 5 x 7.5cm X 50	1	1	N/A	
Safety Pins Assorted X 12	9	7	4	
Fabric Dressing Strip 7.5cm X 1m	1	1	1	
Fabric Knuckle	10	1	1	
Plastic Plaster 72 X 19mm X 50	2	2	1	
Thermal Blanket 130 X 210cm	1	1	1	
Hypoallergenic Microporous Tape 1.25 X 5m (wrapped roll)	2	2	2	
Splinter Probe Disposable 37mm	10	10	2	
Face Shield Disposable	1	1	1	
Gauze Swab 3pcs White 7.5 X 7.5cm	7	6	3	
Sodium Chloride 15ml 0.9%	18	10	4	
Antiseptic Wipes (Cetrimide)	14	8	4	
Combine Dressing 10 X 10cm	3	2	1	
Wound Dressing No. 15 18 X 18cm	10	6	3	
First Aid Booklet	1	1	1	
Burnaid Burn Dressing 10 X10cm	1	1	N/A	
Burn Gel Sachets 3.5g	4	4	2	
Eye Spears Pk 2	1	1	1	
Film Dressing with Pad 10cm x 12cm	2	2	N/A	
Film Dressing with Pad 6cm x 7cm	4	3	2	
Forceps Stainless Steel Fine 13cm	1	1	1	
Hanger	1	1	1	

	large	large	small	
Plastic Container Rectangle 750ml	6	6	3	
Plastic Container Rectangle 1000ml	3	2	1	
Antiseptic Cream Sachet	7	6	2	
Scissors Stainless Steel 13cm Sharp/Blunt	2	1	1	

Incident, injury, trauma and illness record. (turn over for illness)

Child Details:

Child's name:

Group: Bluegum—Wattle

What happened?

Structures involved:

Location:

Time:

Date:

Details of first aider:

Name:

Sign:

Time:

Date:

Nature of injury sustained:

R side L side L side R side

Circle:

Abrasion

Cut

Bite

Rash

Break

Sprain

Bruise

Swelling

Burn

Other:

Concussion

Action taken:

Parental acknowledgment:

I
incident/ Injury.

have been notified of my child's

Signature:

Date:

Illness

Child Details:

Child's name: _____ Group: Bluegum—Wattle

Circumstances surrounding child becoming ill, include symptoms.

Time of illness: _____ Date: _____

Action taken.

Details of first aider:

Name: _____ Sign: _____

Time: _____ Date: _____

Details of action taken, include first aid administration of medication

Medical personal contacted: Y/ N Who?

Notifications—include all attempts.

Parents/ guardian: _____ Time: _____ Date: _____

2.

3.

4.

5.

Regulatory Authority: _____ Time: _____ Date: _____

Additional Notes:

Parental acknowledgment: I _____ have
been notified of my child's illness.

Signature: _____ Date: _____