



Policy and Procedures Incident, Injury, trauma, and First Aid

Values

Acacia Childrens Centres is committed to:

- providing a safe and healthy environment for all children, staff, volunteers, students, and any other persons participating in or visiting the service
- responding to the needs of an injured, ill, or traumatised child at the service
- preventing injuries and trauma
- preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines
- maintaining a duty of care to children and users of Acacia Childrens Centres

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Acacia Childrens Centres, including during offsite excursions and activities.

At Acacia, it is a requirement that all educators and staff have senior first aid qualifications and update their CPR training annually. Copies of first aid qualifications are stored in educator and staff files.

Any accident or injury which occurs to an employee or a child whilst in care at any Acacia centres (no matter how minor); will be documented on the centre's Incident, Injury, trauma, and Illness report.

Educators will inform the director or person in charge as soon as practicable and before calling the family. Educators will inform parents/guardians of any Incident/injury either, by phone or at collection time and parents/guardians will be required to sign the report to acknowledge that they have been informed of an Incident or injury to their child.

In the event of any serious injuries to face or head a parent/Guardian **must** be notified via phone immediately. If any educator, staff, student, or volunteer has an accident at work, they must report this to the Director or the person in-charge and write the details in Acacia's Incident, Injury, trauma, and Illness record, found in each room.

Ensuring that the following contact numbers are displayed in proximity of each telephone:

- 000
- DET regional office
- Approved provider
- Asthma Victoria: (03) 9326 7088 or toll free 1800 645 130.
- Victorian Poisons Information Centre: 13 11 26
- Local council or shire.

When there is a medical emergency, all staff will:

- call an ambulance, where necessary
- administer first aid and provide care and comfort to the child prior to the parents/guardians or ambulance arriving.
- implement the child's current medical management plan, where appropriate
- notify parents/guardians as soon as is practicable of any serious medical emergency, incident or injury concerning the child, and request the parents/guardians plan for the child to be collected from the service and/or inform the parents/guardians that an ambulance has been called.
- notify other person/s as authorised on the child's enrolment form if the parents/guardians are not contactable.
- ensure ongoing supervision of all children in attendance at the service.
- accompany the child in the ambulance when the parents/guardians are not present, provided that staff-to-child ratios can be maintained at the service.
- notify the approved provider of the medical emergency, incident or injury as soon as is practicable.



- complete and submit an incident report to DET, the approved provider and the service's public liability insurer following a serious incident.

When a child develops symptoms of illness while at the service, all staff will:

- observing the symptoms of children's illnesses and injuries and systematically recording and sharing this information with families (and medical professionals where required)
- ensure that the nominated supervisor, or person in day-to-day care of the service, contacts the parents/guardians or authorised emergency contact for the child.
- request that the child is collected from the service if the child is not well enough to participate in the program.
- ensure that they separate the child from the group and have a staff member remain with the child until the child recovers, a parent/guardian arrives, or another responsible person takes charge.
- call an ambulance if a child appears very unwell or has a serious injury that needs urgent medical attention.
- ensure that the child is returned to the care of the parent/guardian or authorised emergency contact person as soon as is practicable.
- ensure that, where medication, medical or dental treatment is obtained, the parents/guardians are notified as soon as is practicable and within 24 hours and are provided with details of the illness and subsequent treatment administered to the child.
- ensure that the approved provider is notified of the incident.
- ensure that the Incident, Injury, Trauma, and Illness Record is completed as soon as is practicable and within 24 hours of the occurrence.

Details that must be entered in the Incident, Injury, Trauma, and Illness Record include the following:

- the name and age of the child
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms)
- the time and date the incident occurred, the injury was received, or the child was subjected to the trauma, or the apparent onset of the illness.
- the action taken by the service, including any medication administered, first aid provided, or medical personnel contacted.
- details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness.
- the name of any person the service notified, or attempted to notify, of any incident, injury, trauma, or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/attempted notifications.
- the name and signature of the person making an entry in the record, and the time and date that the entry was made.
- signature of a parent/guardian to verify that they have been informed of the occurrence.

All information will be included in the Incident, Injury, Trauma and Illness Record as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

FIRST AID

First Aid is defined as the initial care of the ill or injured where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse, or ambulance officer, arrives.

The First Aid policy, procedures and practices are designed to support educators and staff to

- preserve life.
- ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- monitor ill or injured persons in the recovery stage.
- apply further first aid strategies if the condition does not improve; and
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.



The following incidents are examples of when First Aid is required:

- life threatening injury or illness, such as loss of consciousness leading to
- respiratory or cardiac arrest.
- Sudden Infant Death Syndrome (SIDS).
- choking and/or blocked airway.
- allergic reaction, such as anaphylactic shock to nuts or seafood.
- injury to the head, back or eye.
- bleeding or bone fracture.
- high temperatures and febrile convulsions.
- asthma attack.
- burns (including sunburn).
- excessive vomiting leading to dehydration; and
- poisoning from either hazardous chemicals, substances, plants, or snake/spider bites.

Acacia also recognises that First Aid responses to people suffering from an emotional or psychological condition are also important. The conditions can include:

- severe stress resulting from a workplace or personal situation.
- anxiety attack; and
- emotional breakdown and loss of reasoning

The need for an ambulance

- The Director and staff will decide when it is appropriate to call an ambulance.
- This may be for a child who has stopped breathing, having a severe allergic reaction, convulsions/seizures or has had a fall resulting in severe injuries.
- If in Doubt Call 000 for ambulance for assistance.
- In the event of the need for an ambulance, educators will contact the parent/guardian or emergency contact via phone.

Personal protection

First aiders should be aware of standard precautions and understand the importance of minimising cross infection while providing basic first aid. Educators and staff performing first aid must use relevant personal protection equipment (PPE) and follow safety procedures, please refer to the Centre's Hygiene and Occupational Health and Safety Policies.

Poisons Information Centre

The Poisons Information Centre telephone number **131 126** is displayed:

- next to every telephone in the service; and
- where dangerous products are stored.

First Aid Kits

- At Acacia Children's Centres first aid kits are accessible in each room.
- A main first aid kit with additional contents is situated in a common room accessible to all stakeholders.
- Mobile First aid kits are available for the use of excursion, outings, or emergency evaluations.
- All first aid kits are equipped to reflect risk assessments which are undertaken annually.
- The contents of each First aid kit are replaced within 7 days of use and are checked bi-annually for expiry of contents.

If educators are required to administer medication, they will do so using the procedure described in the Centre's Medication Policy.



Definitions

Emergency services: Includes ambulance, fire brigade, police, and state emergency services.

First aid: The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening, and promote recovery. First aid training should be delivered by approved first aid providers, and a list of these is published on the ACECQA website: www.acecqa.gov.au

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the program at the service.

Incident: Any unplanned event resulting in or having potential for injury, ill health, damage, or other loss.

Incident, Injury, Trauma, and Illness Record: Contains details of any incident, injury, trauma, or illness that occurs while the child is being educated and cared for by the service. The Approved Provider must ensure an Injury, Trauma and Illness Record is kept in accordance with *Regulation 87 of the Education and Care Services National Regulations 2011* and kept for the period specified in *Regulation 183*. A sample is available on the ACECQA website: www.acecqa.gov.au (search 'Sample forms and templates').

Injury: Any physical damage to the body caused by violence or an incident.

Medication: Any substance, as defined in the *Therapeutic Goods Act 1989 (Cth)*, that is administered for the treatment of an illness or medical condition.

Medical management plan: A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) action plan for anaphylaxis.

Medical attention: Includes a visit to a registered medical practitioner or attendance at a hospital.

Medical emergency: An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

Minor incident: An incident that results in an injury that is small and does not require medical attention.

Trauma: An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

BREACH OF THIS POLICY

Any Staff member found to have violated this policy may be subject to disciplinary action which may involve the termination of employment.

References

- ACECQA sample forms and templates: www.acecqa.gov.au
- Building Code of Australia: www.abcb.gov.au
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council: www.nhmrc.gov.au
- VMIA Insurance Guide, Community Service Organisations program: www.vmia.vic.gov.au
- WorkSafe Victoria: Guide to Incident Notification: www.worksafe.vic.gov.au
- WorkSafe Victoria: Online notification forms: www.worksafe.vic.gov.au

Version: 8	Endorsed By: CoM	Approved Date: 2010	Reviewed Date: April 2023
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First aid risk assessment form



Acacia Indochinese Community Support Association
ACACIA CHILDREN'S CENTRES

Reg No: A0039290V

ABN: 76 707 214 671



Used to assess the first aid requirements for the service. The Approved Provider and educators should use this as a guide only and may identify other areas specific to their service.

1.	How many people work at the service (estimate for most days)?	21	
2.	How many children are enrolled at the service (write the number)?	68	
3.	Do people regularly work in the service after hours?	No	
4.	Do people work on their own after hours, including on weekends?	no	
5.	Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)		
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?	Keilor downs Medical Clinic, 1 km away from the centre	
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?	Sunshine Hospital, Furlong Rd ST Albans, 5.6km in distance	
8.	What type of, and how many, first aid kits are available at the service? Where are the first aid kits located?	1 main in the sensory room 2, 1 in children bathroom Evacuation first aid kit located in office evacuation kit. Excursion first aid modified for the children attending the excursion located in excursion bags in each room and in the sensory room. Defibrillator located level 1 foyer.	
9.	Are the contents of first aid kits complete and up to date as per the contents list?		
11.	How many staff with current first aid is there at the service? see staff files		
12.	Identify and list specific hazards and where they may be located	Hazards Cleaning products	Location Storeroom



13.	Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the hazards or health concerns and where the specific first aid requirements are kept	Hazards /health concerns anaphylaxis, asthma allergies eczema	Specific first aid requirements Epi pen, Ventolin/spacers	Specific training required. Staff have appropriate training First aid and CPR updates: HLTAID004 HLTAID001	Location of first aid equipment Emergency kits in sensory room Specific child's medication located in medicine cupboard within each play space.
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?	Yes, for all staff and students			

Recommendations

Reference number	Recommendation	Responsibility and time frame

Names of those responsible for completing this form

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Date for next review: _____