THE LADY GEORGE KINDERGARTEN

Incident, Injury, Trauma and Illness Policy

NQS

| QA2  | 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

National Regulations

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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 abovementioned experiences.

The service will also ensure that an Incident, Injury, Trauma and Illness Record is completed in full and without delay.

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.

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: N/A

   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:

Sources

Education and Care Services National Regulations 2011
National Quality Standard
Occupational Health, Safety and Welfare Act 1986
Occupational Health, Safety and Welfare Regulations 1995
Review
The policy will be reviewed annually.
The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: September, 2012  Date for next review: September, 2013