



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Incidents, Injuries and Trauma Policy

Introduction

Incidents, injuries and trauma are likely to occur within an early childhood setting. When groups of children play together and are in new surroundings accidents and incidents may occur. Through risk management and supervision reduction of the likelihood of accidents and incidents is expected.

There is a duty of care to ensure that all children, educators, carers, families, management, volunteers and visitors are provided with a high level of protection during the hours of the service's operation.

Goals-What are we going to do?

The Cubbyhouse preschool will take all possible precautions to reduce the incidence of accidents and injuries, and to identify and take steps to remediate potential areas for accidents and injuries. Ensure the safety of all children attending the Cubbyhouse by following policies and procedures and ongoing evaluation to prevent accidents.

Strategies- How it will be done

The Educators will:

- In the case of injuries to a child, appropriate first aid measures will be taken, and the parent notified, if deemed necessary. If the parent cannot be notified, the emergency contact person will be notified. The Cubbyhouse staff reserves the right to call in medical advice and ambulance if necessary. If a child is too unwell to remain at The Cubbyhouse, the parents will be advised.
- Authorisation to administer first aid and seek medical treatment is sought upon enrolment and documented in the child's enrolment form.
- See First Aid Policy
- The child will be kept under adult supervision until he/she recovers or until a parent of the child or some other responsible person takes charge of the child, and Details of all injuries / accidents will be recorded on the Incident Accident Report Form and in The Cubbyhouse accident / illness register, by a staff member holding a First Aid Certificate.
- An Incident/ Accident Report Form is to be completed for any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while being educated and cared for at the Cubbyhouse. Details to be included are:
 - the name and age of the child; and
 - the circumstances leading to the incident, injury or trauma; and
 - the time and date the incident occurred, the injury was received or the child was subjected to the trauma;
 - details of the action taken by educators
 - any medication administered or first aid provided; and
 - any medical personnel contacted;
 - details of any person who witnessed the incident, injury or trauma;



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- the name of any person notified or attempted to notify, of any incident, injury, trauma or illness which a child has suffered while being educated and cared for and the time and date of the notifications or 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.
- The signature of the director/ Nominated Supervisor
- The signature of the parent/ caregiver notified of the incident.
- Parents/ caregivers will be informed as soon as practicable but no later than 24 hours after an incident and will be required to sign an Incident Accident Report form to acknowledge they were informed and a copy of this form will be provided to them.
- In the event of an emergency or accident concerning a child, the staff are to arrange for the child to be seen by their Doctor as listed on child's enrolment form , or failing that, the nearest available doctor. Also if every reasonable effort to contact the parent, or the emergency contact has failed, and the doctor considers immediate medication, anesthetic, or minor surgery to be necessary, the parent / guardian's signature on the Enrolment form will give the necessary permission to administer the same. The parent / guardian accepts liability for any medical and ambulance fees which may be thus incurred. The parent / guardian will be notified of this accident and the treatments given as soon as possible.
- Staff will ensure that in the event of an accident or injury consideration is taken of other persons present and all actions practicable will be taken to ensure that all persons within the vicinity are removed to reduce trauma or distress and to protect the privacy of the affected individual
- All educators will have access to an appropriately stocked First Aid Kit in accordance with recognised authority guidelines
- Staff will ensure that the contents of each kit are replaced and are checked bi-annually for expiry of contents.
- Should travel in an ambulance be required by a child, a staff member will accompany them until a parent / guardian is in attendance. In the event of a staff member leaving The Cubbyhouse premises for this purpose, casual and / or administration staff will be called on to replace them in accordance with staff to child ratios until such time as the original staff member returns.
- Details of all injuries will be reported to the Director/Nominated Supervisor and recorded in The Cubbyhouse accident / illness register.
- Serious Incidents; such as but not limited to, broken bones, large lacerations, head injuries or death; that requires medical, dental or hospital treatment, will be reported to the parent / guardian, Approved Provider and the Regulatory Board (ACECQA/ ECECD) via a Notification of a Serious Incident, within 24hours through the NQA ITS, accessible on the ACECQA website.
- The Nominated Supervisor will ensure that current emergency contact records are held for children and staff in attendance at the centre and that these are updated bi-annually
- Staff will have access to a telephone (landline and/or mobile) at all times during operational hours. Nominated staff will have a mobile on their person at all times.



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- Ensure that relevant emergency service phone numbers are clearly displayed beside all fixed landline handsets at all times
- Ensure that emergency evacuation routes and procedures are clearly displayed in each area of the Centre's operating premises and that staff are trained in and aware of emergency evacuation procedures with an emergency evacuation drill practiced at least 4 times a year.
- The nominated supervisor will ensure that there is a current CPR signage placed within the premises
- Records of any accidents, incidents, injury or trauma will be kept on file until the child is 25 years of age. These records will be stored within the child's individual file in the locked filing cabinet and on the password protected server so as to remain confidential.

Statutory Legislation and Considerations

Education and Care Services National Regulation 2011

Regulations 12, 77, Part 4.2, 136, 161-162, 168, 174-176, 177, 183

National Quality Standards

QA2 - Children's health and safety

QA3 - Physical environment

QA4 - Staffing arrangements

QA5 - Relationships with children

QA6 - Collaborative partnerships with families and communities

QA7 - Leadership and service management

Sources

ACECQA - <http://www.acecqa.gov.au/childrens-health-and-safety> (Accessed October 2015)

Links to other policies

Acceptance and Refusal of Authorisations Policy

Anaphylaxis Policy

Arrival and Departure Policy

Child Protection Policy

Communication and Interactions with Families Policy

Confidentiality and Privacy Policy

Emergency and Evacuations Policy

Enrolment and Orientation Policy

Excursions and Incursions Policy

First Aid Policy

Governance and Management Policy

Hygienic Practices Policy

Illness Policy

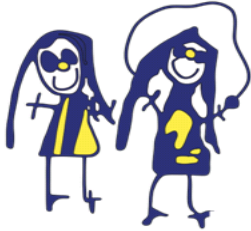
Infectious Diseases Policy

Medical Condition Policy

Notification of a Death Policy

Participation of Students and Volunteers Policy

Record Keeping and Retention Policy



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Risk Management Policy
Staff Orientation and Induction Policy
Supervision of Children Policy
Workplace Health and Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Emergencies and Evacuations Procedure
Enrolment and Orientation Procedures
Illness, First Aid and Hygiene Procedures
Medication Procedure
Safety Checks and Supervision Procedure
Staff Orientation Procedure
Student Volunteer Orientation Procedure

Links to forms/ resources

Data, Cubbyhouse Originals, Forms

- ❖ Children's Forms
 - T Incident Accident Report Form
 - W Incident Accident Report Form
 - K Incident Accident Report Form
- ❖ centre forms
 - Accident/ Illness Register

Data, Cubbyhouse Originals, Resources

- ❖ Health Medical

Reviewed: Nov 2009; Sept 2011, Oct 2012, Nov 2013, Dec 2014, May 2015, October 2015