

# Accident, Injury and Medical Emergency Policy

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## 1. Policy statement

### Values

This centre is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff, and any other persons participating in the program.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatised whilst attending the centre.
- Ensuring safe and appropriate administration of medication in accordance with legislative requirements.

### Purpose

This policy will clearly define:

- Procedures to be followed if a child has an accident, is injured or has a medical emergency.
- Responsibilities of staff, parents/guardians and committee/board.

## 2. Scope

This policy applies to the committee/board, staff, parents/guardians, children, volunteers and students involved with the centre.

## 3. Background and legislation

- *Children's Services Act 1996*
- Children's Services Regulations 1998 (CSR)
  - Regulation 20(2)(g) requires services to put procedures in place for dealing with illness and emergency care)
  - Regulation 17 outlines the matters to be recorded in the medication book
  - Regulation 16(i) requires a child's enrolment form to detail the name, address and telephone number of any person who has lawful authority to request or permit the administration of medication to the child
  - Regulation 36(1) and (2) outline the requirements for the authorisation to administer medication
  - Regulation 40 requires services to notify DHS of a serious incident
- Health (Infectious Diseases) Regulations 2001
- *Occupational Health and Safety Act 2000.*

## 4. Definitions

**Ambulance contact card:** A card that the centre has completed, which contains all the information that the Ambulance Service will request when phoned on 000. An example of this is the card that can be obtained from the Metropolitan Ambulance Service and once completed by the centre it should be kept by the telephone from which the 000 phone call will be made

**DHS:** Department of Human Services

**Injury:** Any harm or damage to a person

**Medication:** Any substance that is administered for the treatment of an illness or condition

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**Minor accidents:** Accidents where a cut, scratch, bruise is small, does not require medical attention and does not affect the consciousness of the child

**Serious medical emergency situations or accidents:** Accidents or situations where the child requires medical attention, and/or which affects the consciousness of the child.

## **5. Procedures**

### **Administrative and operational procedures**

#### **The committee/board is responsible for:**

- Providing and maintaining a suitably equipped first aid kit.
- Rostering at least one staff member with the required first aid qualification on duty whenever children are being cared for or educated by the centre.
- Providing appropriate equipment and materials for the implementation of the *Step-by-Step Infection Control Procedure relating to Blood Borne Viruses* (refer to Appendix 1, HIV/AIDS and Hepatitis Policy).
- Ensuring completed medication, accident, injury and illness records are archived and stored securely for 25 years.

#### **The staff are responsible for:**

- Ensuring children's enrolment forms provide authorisation for the centre to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Monitoring the First Aid Kit and arranging with the committee/board for it to be replenished when needed.
- Ensuring an ambulance contact card is displayed on or near each telephone.
- Notifying the committee/board six months prior to the expiration of their first aid qualification.
- Ensuring that the *Step-by-step procedure for infection control relating to blood borne viruses* is displayed in a prominent position within the centre and implemented at all times.

#### **The parents/guardians are responsible for:**

- Providing authorisation in their child's enrolment record for the centre to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- All costs associated with an ambulance service called to attend their child at the centre.
- Notifying the centre of any medical conditions/or needs and any management procedure to be followed with respect to that condition or need.
- Implementing the centres *Step-by-Step Infection Control Procedures relating to Blood Borne Viruses* when assisting at the centre.

### **Procedures for handling minor accidents, injuries or illnesses**

#### **The staff are responsible for:**

- Providing first aid and comfort for the child as required.
- Recording details of any accident, injury or illness in the record book according to CSR regulation 18.

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- Notifying the parents/guardians either immediately after the accident, or when they collect their child from the centre, depending on the severity of the accident and the emotional state of the child.

### **Procedures for handling emergency medical situations or accidents**

#### **The staff are responsible for:**

- Administering first aid and providing care and comfort prior to the parents/guardians or ambulance arriving.
- Implementing the child's current medical management plan if provided as part of the child's enrolment, CSR regulation 16(m).
- Calling an ambulance if necessary.
- Notifying parents/guardians, as soon as is practicable, of any serious medical emergency, accident or injury concerning their child, and requesting the parents/guardians make arrangements for the child to be collected from the centre as soon as possible or informing parents/guardians that an ambulance has been called.
- If the parents/guardians are not contactable, notifying other person(s) as authorised on the child's enrolment form.
- Ensuring ongoing supervision of all children.
- Complying with CSR regulation 32, which states a child can be removed from the premises if requiring medical, hospital or ambulance care. The parents/guardians have signed an authority for such treatment in the enrolment record.
- Where an ambulance is required and the parents/guardians are not present to accompany the child, the unqualified staff member and/or a nominated representative of the licensee may accompany the child in the ambulance **providing** the child to staff ratios and all other requirements of the Children's Services Regulations 1998 are maintained at the centre for the remaining children. A licensee representative will be called in to assist the remaining qualified staff member(s).
- Recording a report in the accident, injury and illness book.
- Notifying the committee/board of any accident or injury as soon as practicable. The committee/board and a staff member will complete, and submit an incident report to DHS and insurer.

#### **The parents/guardians are responsible for:**

- Ensuring the centre has a current medical management plan (if applicable)
- Collecting their child as soon as possible when notified of an accident or injury.

#### **The committee/board is responsible for:**

- Notifying, as soon as practicable, the regional DHS office of the death of a child; any accident, illness or trauma that requires treatment by a registered medical practitioner or admission to a hospital; or if a child appears to be missing or has been removed from the centre, contrary to CSR regulation 30 or 31(1).
- Ensuring the accident, injury and illness record is completed and a copy forwarded, as soon as practicable, to the relevant regional DHS office.

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- Completing and submitting the incident report in the *Community Service Organisations Insurance Manual 2005-2006*.
  - Reviewing the cause of the accident, injury or illness and taking appropriate action if required. For example nail protruding from climbing equipment, centre's *Hygiene Policy* not being followed by all persons, trip hazards.

## **6. Related documents**

- *Community Service Organisations Insurance Manual 2005-2006* published by DHS and available on the Funded Agency Channel or [www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)
- DHS *Children's Services Guide* and *Practice Notes* [www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)
- DHS, Metropolitan Fire Brigade, and the Country Fire Authority (1998), *Emergency Procedures, Guidelines for Kindergartens and Childcare Centres* available from MFB Community Safety Department or CFA Community Safety Directorate
- NHMRC(2005), *Staying Healthy in Child Care*, 4th edition, available at [www.nhmrc.gov.au/publications](http://www.nhmrc.gov.au/publications) or email [nhmrc.publications@nhmrc.gov.au](mailto:nhmrc.publications@nhmrc.gov.au) or telephone 1800 020 103 to request a free copy.

## **Centre policies**

- HIV/AIDS & Hepatitis, Appendix 1, *Step-by-Step Procedure for Infection Control relating to Blood Borne Viruses*.

## **7. Authorisation**

This policy was adopted by the Boroondara Preschool committee/board, at the committee/board meeting on 14<sup>th</sup> July 2008.

## **8. Review date**

This policy shall be reviewed annually.

The next review date is 14<sup>th</sup> July 2009.

## **9. Evaluation**

In order to assess whether the policy has achieved the values and purposes, the committee/board will:

- Use a quality assessment tool, for example the Preschool Quality Assessment Checklist.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents/guardians survey.
- Take into account feedback from staff, parents/guardians regarding the policy.
- Monitor complaints and incidents regarding accidents, injuries and illnesses of children attending the centre

## BACKGROUND INFORMATION

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The Children's Services Regulations 1998 (regulation 20(2) (g) require centres to have procedures for dealing with illness and emergency care.

It is recommended that these contact numbers are displayed at each telephone:

- Ambulance contact card
- DHS regional office
- Committee/board representatives
- Asthma Victoria 03 9326 7055 or toll free 1800 645 130 [advice@asthma.org.au](mailto:advice@asthma.org.au)
- Police
- Victorian Poisons Information Centre 13 11 26
- Local Fire Brigade.

### **Emergency evacuation procedures**

For detailed information refer to *Emergency Procedures, Guidelines for Kindergartens and Childcare Centres* (1998) produced by the Metropolitan Fire Brigade (MFB), the Department of Human Services (DHS) & the Country Fire Association (CFA). This manual has been produced to assist centres in formulating their emergency procedures. If you require a copy of this manual please contact the MFB on 03 9662 2311.

### **Step-by-step procedure for infection control**

This is provided in the *HIV/AIDS and Hepatitis Policy, Appendix 1, Step-by-Step Procedure for Infection Control relating to Blood-Borne Viruses*.