

Accident Policy

Policy Statement.

We will ensure the safety and well being of staff, children and visitors, within the centre and on excursions, through proper care and attention in the event of an accident. The centre will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents or emergency contacts will be informed immediately where the accident is serious.

Considerations.

National Standards Section 2.4 (Illness and accidents)

Occupational Health and Safety Act.

Duty of Care.

Procedures.

“The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury. The careful exercise of this discretion is considered part of the staff’s duty of care.”
(Guide to the Law for Children’s Services, NSW Community Child Care Co-op.)

Parents are required to provide written consent for staff to seek medical attention for their child before they start in the centre. This will be recorded in the enrolment form.

Parents will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.

Staff will be required to supply two contact numbers in case of an emergency or accident.

If a child, staff member or visitor has an accident while at the centre they will be attended to immediately by a staff member who holds a first aid certificate.

In the case of medication being required in an emergency without prior consent of the parents/guardians, staff are to secure that consent from a registered medical practitioner.

Anyone injured will be kept under adult supervision until they recover or an authorised person takes charge of them.

In the case of a minor accident the first aid attendant will:

Assess the injury.

Attend to the injured person and apply first aid as required.

Ensure that disposable gloves are used with any contact with blood or bodily fluids.

Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner.

Ensure that anyone who has come in contact with any blood or fluids wash in warm soapy water.

Record the incident and treatment given in the accident book, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible.

Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.

In the case of a major accident requiring more than first aid, the first aid attendant will:

Assess the injury, and decide whether the child needs to be attended to by local doctor or whether an ambulance should be called and tell the Coordinator of their decision.

If the child's injury is serious the first priority is to get immediate medical attention. Parents should be contacted straight away. If not possible, there should be no delay in organising proper medical treatment. Keep trying to contact the parents in the meantime.

Attend to the injured person and apply first aid.

Ensure that disposable gloves are used with any contact with blood or bodily fluids.

Stay with the child until suitable help arrives, or further treatment taken.

Try to make the child comfortable and reassure them.

if an ambulance is called and the child is taken to hospital a staff member will accompany the child and take the child's medical records.

record the incident and treatment given in the accident book, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible.

obtain parent signature confirming knowledge of the accident.

The Co-ordinator or other responsible staff member will:

Notify the parents or emergency contact person immediately regarding what happened and action is being taken. Every effort will be made not to panic the parents.

Ensure that all blood or bodily fluids are cleaned up in a safe manner.

Ensure that anyone who has come in contact with any blood or fluids washes in warm soapy water.

Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.

Staff will adhere to the Hygiene policy in all accident situations.

Accidents which result in serious injury to a child, must be reported to:

- Parents/Guardian.

- An ambulance service.
- The police.
- The Department of Community Services.
- The Parent School Representative

Clear emergency procedure should be maintained for the other children at the centre.

The centre will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency.

This information should be provided in an extremely sensitive manner.

A copy of the detailed accident report should be forwarded to the insurance company.

DATE ENDORSED-April 2009

DATE FOR REVIEW AND EVALUATION-April 2010
