

Injury and Trauma

Policy Statement

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

Policy Considerations

- National Standards Section 2.1.2 (Health practices and procedures), 2.2 (Safety)
- Occupational Health and Safety Act
- Duty of Care

Procedure

- 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.
- Parents are required to provide written consent for staff to seek medical attention for their child if required before they attend the Service. This will be recorded on the child's enrolment form.
- Parents will be required to supply the contact number of their preferred doctor.
- Parents will also be required to supply two contact numbers in case of an emergency or accident.
- If a child, staff member or visitor is injured while at the Service 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 incident** the first aid attendant will:

1. Assess the injury
2. Attend to the injured person and apply first aid as required following the DRABC procedures
3. Ensure that disposable gloves are used with any contact with blood or bodily fluids
4. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner
5. Ensure that anyone who has come in contact with any blood or bodily fluids, wash any contacted parts with water and antibacterial soaps
6. Record the incident and treatment given in an 'Incident Report', indicating name, date, time, nature of incident/injury, how occurred, treatment given and by whom, to be signed by staff, witnesses (if possible), and Coordinator.
7. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child. Parents should be contacted via phone as soon as possible in the event of a head injury.
8. Obtain parent signature confirming knowledge of the incident

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

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

1. 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 Team Leader of their decision
2. If the child's injury is serious the first priority is to get immediate medical attention, attend to the injured person and apply first aid as required
3. Ensure that disposable gloves are used with any contact with blood or bodily fluids
4. Stay with the child until suitable help arrives, or further treatment taken
5. Try to make the child comfortable and reassure them
6. 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
7. Contact and inform the Coordinator

Record the incident and treatment given in the 'Incident Report', indicating name, date, time, nature of incident, how occurred, treatment given and by whom, to be signed by staff, witnesses (if possible), co-signed by the Coordinator, and a parent to confirm knowledge of the incident.

The Coordinator or other responsible staff member will:

1. Notify the parents or emergency contact person immediately regarding what happened and what action is being taken
2. Ensure that all blood or bodily fluids are cleaned up in a safe manner
3. Ensure that anyone who has come in contact with any blood or fluids washes any contacted parts with water and antibacterial soaps
4. Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child
5. Staff will adhere to the Hygiene policy in all accident situations

If an incident results in trauma to a child, the family will be given details of appropriate support organisations to contact. Staff will continue to monitor the child's emotional needs on an ongoing basis and will discuss any concerns with the family.

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

- Parents/Guardian
- An ambulance service
- The police
- ACT CPRU
- The Children's Coordinator

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

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

Document Version Control

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05/12/2018	Full review
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