

Accident, Emergencies and First Aid

Education and Care Services National Law (WA) Act 2012: 169, 174

Education and Care Services National Regulations 2012: 4,12,85-89,136,137,168,245

Occupational Safety and Health Act (WA) 1984

Occupational Safety and Health Regulations (WA) 1996

SOURCES:

Dept. of Fire and Emergency Services Australia - <http://www.dfes.wa.gov.au/pages/default.aspx>

Australian Red Cross - <http://www.redcross.org.au/first-aid.aspx>

Professional Development and Support for Children's Service in Australia -

<http://www.pscalliance.org.au>

POLICY:

Unicare Early Childhood Education aims to provide and promote a safe environment in which children may play in and explore their world free from harm. In the event of an accident; appropriate first aid or CPR will be applied by trained staff. If an emergency or natural disaster occurs at the Centre the children and staff will be well practised in the required procedures to ensure as far as possible the safety and wellbeing of each person present.

Strategies for policy implementation:

Emergency evacuation floor plan and instructions will be clearly displayed in each room to be followed in the event of an emergency.

A risk assessment to identify potential emergencies relevant to the service will be conducted by the approved provider and/or nominated supervisor.

Families will be provided with a copy of emergency procedures on request.

Emergency procedures will be highlighted to educators and staff during orientation and through ongoing training.

Emergency drills will be practiced at least every three months involving educators, staff and children at different times of the day without warning.

A record of each emergency drill will be made and retained for 3 years.

Evacuation out of the Centre

Evacuation out of the Service may be for any reason including but not limited to gas leak, fire, unwelcome visitor, intruder and earthquake.

Unicare will devise an evacuation plan. This will include:

- The sound of an air horn will alert educators, children and staff to evacuate.
- The determination of a safe assembly area, away from the building and access areas for emergency services, and its own escape route. The first assembly area is the grassed area by the gym.
- In the event that the first assembly area is unsafe a second assembly area is outside the Clima building towards the agricultural dept.
- Unobstructed routes for leaving the building which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities).
- The setting up of an emergency pack which is stored in an easily accessible place and includes items such as blankets, first aid kit etc.
- The Parent's Emergency contact list should be updated regularly.
- Nominating who will collect the attendance records, parents emergency contact numbers and once at the assembly area check the records and roster to ensure that all children and staff are present.
- Maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant service.
- Determining who will check the building is empty and close all doors and windows to contain the spread of fire.

Lockdown

Lockdown may be for a variety of reasons including but not limited to, rioting, threatening person.

Where a situation arises which requires the bringing of the children into the centre in order to secure their safety, staff will:

- A whistle will alert educators of the need to bring children into the centre.
- Gather children together into the building, in a safe and non-hurried manner and collect attendance records and parent's emergency contact phone numbers. Once everyone is together, educators will check the records to ensure that all children are present.
- Educators will quietly and quickly walk around and lock doors and windows and pull down blinds to secure the building.
- The nominated/certified supervisor present will contact the police to advise them of the situation, including information about any missing children or educators/staff.

Lunch period Evacuations

During lunch times the Unicare will ensure staff are available to assist with the evacuation of children.

Educators and staff are aware that educator: child ratios may change during the lunch period and that staff will need to assist others where child numbers are higher.

On hearing the alarm, any staff member not directly caring for children at the time of the emergency, which could include the Executive Director, Assistant Director, Curriculum Facilitator, Administration Coordinator, Chef, Food Co-ordinator, Assistant Food Co-ordinator, or educators on

their lunch break but still on the premises, will check each room to see who requires assistance to evacuate children safely from the premises.

Educators will check those rooms closest to the potential threat and where children or babies are known to be resting first.

Fire

The centre will comply with any relevant fire safety requirements of the Fire and Emergency Services Authority of Western Australia.

Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444.

Staff will be instructed in the operation of fire extinguishers. Staff will only attempt to extinguish fires when all of the following is assured:

- the children have been evacuated from the Centre
- The fire is very small.
- There is no danger to the person who will operate the extinguisher.
- The operator is well trained and confident in the use of the extinguisher.

Smoke detectors will be fitted in accordance with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that educators/staff will hear the alarm from anywhere within the child care premises. The approved provider/nominated supervisor will ensure that these devices are maintained in working order. A maintenance schedule will be kept to confirm regular checks occur.

When the emergency service arrive the nominated supervisor or educator will inform the officer in charge of the nature and location of the emergency and of any missing children or staff.

No-one will re-enter the building until advised it is safe to do so by the officer in charge.

Emergency Procedures

Unicare will develop procedures to be followed in the event of an emergency situation that has been identified through risk assessment. These situations include:

- Unauthorised collection
- Fire
- Bomb threat
- Missing child
- Intruder
- Power failure
- Armed hold up
- Medical Emergency
- Sharp/foreign objects
- Natural disaster: earthquake, flood, cyclone

Accidents, Incidents, Injury and Trauma

Parents/Guardians are required to provide written authority (included in the enrolment form) for staff of the centre to seek medical attention for their child if required.

When a minor accident occurs only educators who are qualified in first aid will:

- assess the injury;
- attend to the injured child and apply first aid;
- check that no-one has come into contact with the injured child's blood or body fluids - require these people to wash any contaminated areas in warm soapy water;
- clean up the spill using disposable gloves if bleeding involved;
- Contact the parent/guardian (depending on the nature of the injury). If the parent/guardian is not contacted at the time of the accident they will be informed about the accident when they arrive to collect their child.
- Educators will complete the accident/illness/trauma report form; parents/guardians will sign the form to confirm their notification of the accident.

When a serious accident which requires more than simple first aid treatment occurs an educator/staff member who is qualified in first aid and CPR will:

- assess the injury and recommend to the nominated/certified supervisor whether the parent is contacted to collect the child or whether an ambulance should be called;
- discuss with the nominated/certified supervisor which educator will accompany the child in the ambulance;
- ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with;
- Complete the accident/illness/trauma report form; parents/guardians will sign the form to confirm their notification of the accident.

The nominated/certified supervisor or educator will contact the child's parents/ guardians or emergency contact person to advise them of the incident and where they may meet their child from the ambulance. Every effort will be made not to panic the parent/guardian at this stage.

If the tragedy of the death or serious injury of a child should occur whilst the child is in care, the nominated/certified supervisor will:

- Contact the President of the Management Committee to advise them of the situation and notify the CEO (Child Care Licensing & Standards Unit), and arrange for trauma counselling for all those who may need it;
- In the event of a child's death, contact the police, who should advise the child's parents in person and assist them with transport to the centre or hospital;
- Consider contacting the parents of the other children to advise them of an emergency, and request they arrive to collect their child as soon as they are able. On arrival parents will be advised about the death, or serious injury of the child and will be given information about trauma counselling for their child if needed;
- At the end of the day, hold a debriefing session with all staff and provide information about trauma counselling for those staff who feel they need it.

After a serious incident at the centre, educators will comfort children and be aware that some children may have shock reactions to the incident. The staff will do all they can to ensure each child's health and wellbeing, and will apply appropriate first aid in response to children's shock reactions.

The nominated/certified supervisor will notify the Centre's insurers and also provide them with a copy of the accident/illness/trauma report form.

The nominated supervisor will notify the Regulatory Authority of the death, or injury that results in a child being admitted into hospital, of an enrolled child during a care session, within one working day after the incident occurred.

All costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians. The Centre will provide parents/guardians with information on available insurance cover to insure against these and other accident related costs.

Accidents which result in death or serious injury to employees (including likely to be absent from employment for 10 or more working days) must be reported to the Department of Occupational Safety and Health under section 19(3) of the Occupational Safety and Health Act 1984 (WA).

The Nominated Supervisor will be responsible for collating information with regard to accident/illness/ trauma. This is to be discussed in staff/pedagogical leader meetings.

First Aid

At least one educator who holds an approved first aid qualification will be on duty while children are in attendance at the Centre.

At least one educator who holds approved anaphylaxis management training will be on duty while children are at the Centre.

At least one educator who holds approved asthma management training will be on duty while children are at the Centre.

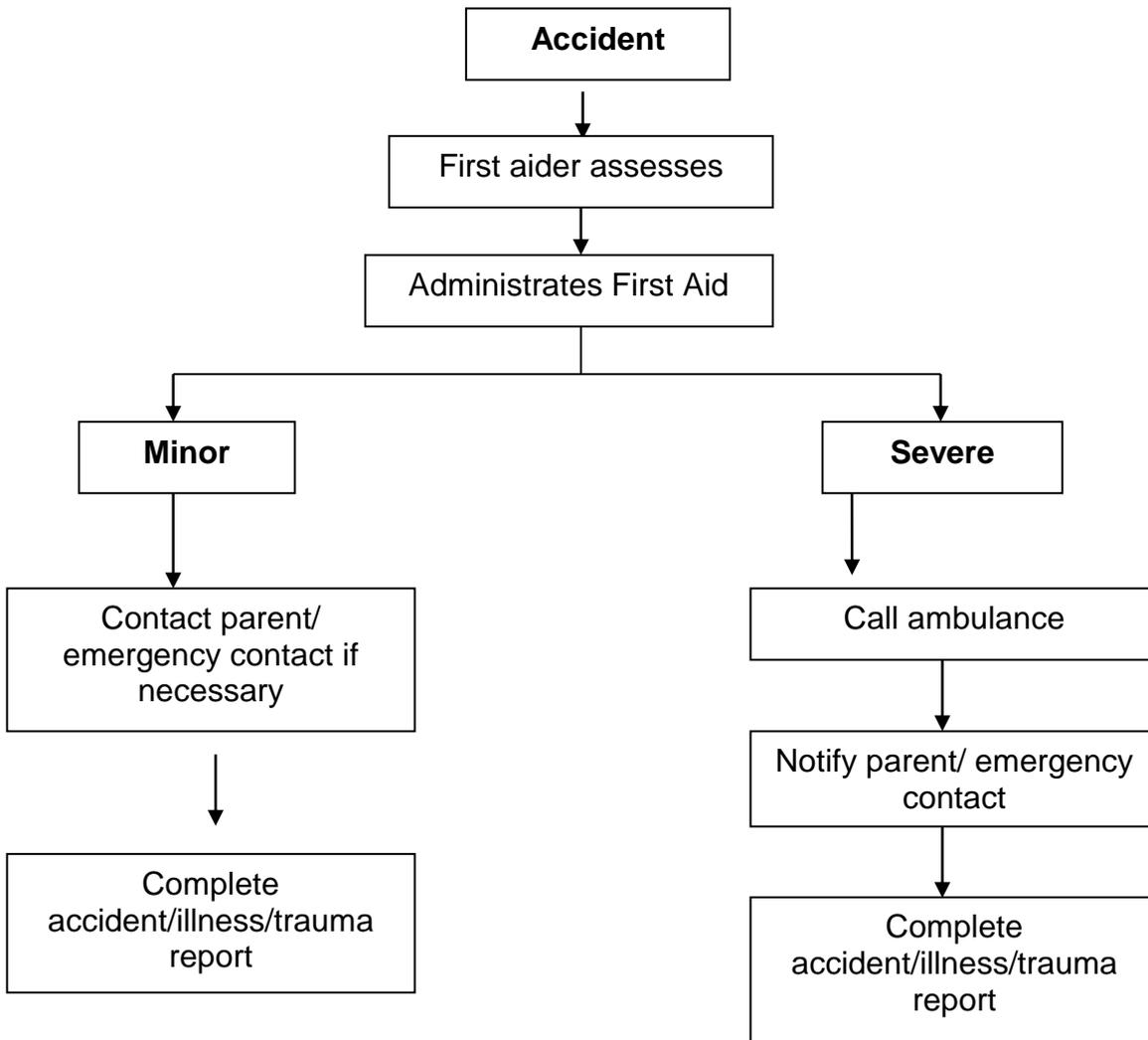
A well-equipped and properly maintained first aid kit will be located in the dining room, central and easily accessible to all educators.

The first aid kit will be checked regularly to ensure it is well stocked and that all medications are within expiry date.

A cold pack will be kept in the freezer for treatment of injuries.

First aid will only be administered by qualified first aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.

ACCIDENT PLAN



Incident, injury, trauma and illness record

(Circle relevant type of record)

Child details

Surname: Given names:
 Date of birth: / / Age:
 Room/group:

Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma:

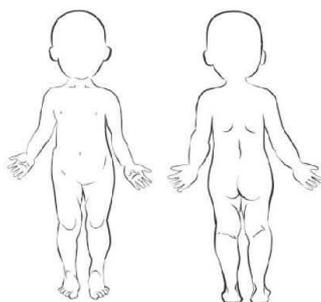
Products or structures involved:

Location: Time: am/pm Date: / /

Name of witness:

Signature: Date: / /

Nature of injury sustained:



- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other (please specify)

Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

Time of illness: am/pm Date of illness: / /

Action Taken

Details of action taken, including first aid administration of medication:

Medical personnel contacted: Yes / No

If yes, provide details:

Details of person completing this record

Name: Signature:

Time record was made: am/pm Date record was made / /

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date: / /

Director/teacher/coordinator: Time: am/pm Date: / /

Regulatory authority (if applicable): Time: am/pm Date: / /

Parental acknowledgement:

I
(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature: Date: / /

Additional notes / follow up:

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BASIC FIRST AID BOX

The basic contents of a first aid box are listed below. They should be simple, updated and kept together in a locked cupboard which is out of reach of children. An injury that needs elaborate dressing indicates the need for medical attention.

Product	Use	March: / /	September: / /
Epipen jr	Emergency anaphylactic reaction	Centre: Attenborough:	
Ventolin and spacer	Emergency asthma attack	Centre: Attenborough:	
Detol	Dilute and wash grazes		
Savlon	Antiseptic solution for cuts and grazes		
Stingoes	Relief of insect bites		
Panadol under 1	High Temperature Emergency use		
Panadol over 1	High Temperature Emergency use		
Disposable Gloves	For use when cleaning wounds		
Sterile Gauze	For cleaning dirty grazes or dressing a larger area		
Eyewash	Eye irrigation		
Triangular bandage	Slings and dressings		
Note pad and pencil	Record symptoms and treatment		
Face shield	To administer CPR		
Band-Aids	Adhesive dressing		
Tweezers	For the removal of thorns and splinters		
Scissors	Cutting dressings		
Attenborough FA resource check			