



## Incident, Injury, Trauma and Illness Policy

### NQS

QA2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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### National Regulations

Regs	85	Incident, Injury, Trauma and Illness Policies and Procedures.
	86	Notification to Parents of Incident, Injury, Trauma and Illness.
	87	Incident, Injury, Trauma and Illness Record.
	88	Infectious Diseases.
	89	First Aid Kits.
	97	Emergency and Evacuation Procedures.
	161	Authorisations to be kept in Enrolment Record.
	162	Health Information to be kept in Enrolment Record.

### Aim

The kindergarten and all educators and staff members can effectively respond to and manage accidents, illness and emergencies that occur at the kindergarten to ensure the safety and wellbeing of children, staff and visitors.



## Implementation

This policy, and related policies and procedures at the kindergarten will be followed by *Nominated Supervisors*, educators, staff members and volunteers in the event that a child:

- (a) Is injured; or
- (b) Becomes ill; or
- (c) Suffers a trauma.

The *Nominated Supervisor* will ensure that a parent(s)/guardian(s) of a child is notified as soon as practically possible. Parents will be notified no later than 24 hours after the involvement of their child in any of the above-mentioned experiences.

The kindergarten will also ensure that an *Incident, Injury, Trauma and Illness Record* is completed. *First Aid Kits* will be readily available at the kindergarten and during excursions.

## Sources

**Education and Care Services National Regulations 2011.**

**National Quality Standard Occupational Health, Safety and Welfare Act 1986.**

**Occupational Health, Safety and Welfare Regulations 1995.**

## Review

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.

# First Aid Kit Guidelines

**Any First Aid Kit at the Kindergarten must:**

- Not be locked.
- Not contain paracetamol.
- Provide *First Aid* facilities that are adequate for the immediate treatment of injuries that arise in the place of work.
- Be in a place that takes an employee no longer than two minutes to reach a *First Aid Kit*.
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- Be maintained and the contents are replenished as necessary.
- Be regularly checked using the *First Aid Checklist* to ensure the contents are as listed and have not deteriorated or expired.
- Be prominently displayed with a white cross on a green background with the words '*First Aid*' on the outside.
- Have preventative measures associated with in regard to using it such as sunscreen protection and access to drinking water if working outdoors.
- Be taken on excursions and be attended by *First Aid* qualified educators.

**NOTE: Our *First Aid* Delegate Responsible for Maintaining All *First Aid Kits* at the Kindergarten is:**

Name : Chris Eleftheriou

Role : Early Childhood Worker

Number of *First Aid Kits* Responsible for in the Kindergarten: 3

**This staff member is responsible for using the *First Aid Checklist* and ensuring each *First Aid Kit* has the required quantities at all times.**