Accidents, Emergencies and First Aid

References: Regulations 4, 12, 85-89
National Quality Standard: Element 2.1.4; 2.3.1; 2.3.3

1. Policy Statement
Subicare aims to provide a safe environment in which the children may play in and explore their world free from harm. In the event of an accident appropriate first aid and/or CPR will be applied by trained staff. If an emergency or natural disaster occurs at the service the children and educators/staff will be well practiced in the required procedures to ensure as far as possible the safety and wellbeing of each person present.

2. Rationale
All children, employees and contractors within the service have a right to a safe environment that is free from hazards that may cause harm or injury. The Education and Care Service National Law Act 2010 requires that the approved provider/nominated supervisor take reasonable care to protect children from foreseeable risk of harm, injury and infection. The service has a duty of care to respond effectively to accidents and emergencies that occur at the service.

3. STRATEGIES, PRACTICES AND PROCEDURES

- The emergency evacuation floor plan and instruction will be clearly displayed near the main entrance and exit in each room, to be followed by the nominated supervisor or educators in the event of a fire, natural disaster or other emergency.
- A risk assessment to identify potential emergencies that are relevant to the service will be conducted by the nominated supervisor

Emergency Drills

- Safety drills involving educators/staff and children will be regularly practiced, randomly without warning and at different times of the day
- A record of each drill of emergency procedure will be kept and retained for a period of 3 years

Evacuation of the centre

- Evacuation out of the service may be for any reason including but not limited to gas leak, fire, snake, unwelcome visitor, intruder, or earthquake
- The services evacuation plan will include:
- The determination of a safe assembly area, away from the building and access areas for emergency services, with its own escape route
- A second stage assembly area will be identified in the event that the first assembly area becomes unsafe.
- 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 kits etc.
- Nominating who will collect the attendance roll, parents/guardians emergency contact numbers and educator/staff roster and once at the assembly area check the roll and roster to ensure that all children and educators/staff are present
- Maintaining a current list of emergency services, contact numbers and nominating who will be responsible to phone the relevant service
- Determining who will check the building is empty and close all doors and windows to contain the spread of fire
- How the children will be supervised at the assembly area

### Evacuation into the centre

- Evacuation into the service may be for a variety of reasons including but not limited to bee swarm, rioting, snake, threatening person.
- Where a situation arises which requires the bringing of the children into the service in order to secure their safety, the nominated supervisor/educators/staff will:
  - Alert all other educators/staff members of the need to bring children into the service, using an agreed signal i.e. whistle;
  - Gather children together into the building, in a safe and non-hurried manner and collect attendance roll, parents emergency contact phone numbers, and educators staff roster. Once everyone is together, the nominated supervisor and/or educator will check the roll and the roster to ensure that all educators and staff and children are present.
  - Educators/staff will quietly and quickly walk around and lock doors and windows to secure the building
  - The nominated supervisor and/or educator will contact the police to advise them of the situation, including information about any missing children or educators.

### Lunch Period evacuations

- During lunch times the service will ensure that any additional educators/staff that are on the premises assist with the evacuation of the children.
On hearing the alarm, any educator/staff member not directly caring for the children at the time of the emergency, which could include the nominated supervisor, food coordinator, administration assistant, or educators/staff 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/staff will check those rooms closest to the potential threat and where children or babies are known to be resting first.
- Other adults on the premises at the time of the emergency, such as parent or trades person, may be asked to assist in the evacuation if required.

**Fire**

- The service will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.
- Fire extinguishers will be installed and maintained in accordance with Australia Standard 2444. Educators/Staff will be instructed in the operation of fire extinguishers by authorised trainers. Educators/staff will only attempt to extinguish fires when all of the following is assured.
  - The children have been evacuated from the room.
  - 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 education and 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 cover.
- When the emergency services arrive the nominated supervisor or staff 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.

**Critical incident Management**

- Any unwelcome, violent or abusive visitor or intruder (including anyone adversely affected by alcohol or drugs) will be calmly asked to leave the service. Refusal to leave will necessitate the nominated supervisor or educator calling the local police for the removal of the unwelcome visitor. Educators will not at any time try to physically remove an unwelcome visitor. The service will establish a critical incident management plan that will isolate children and educators from a violent or abusive visitor or intruder, until such a time as the police arrive to take control.
of the situation. The plan will include a warning signal that will alert all educators/staff to the danger of the situation.

Emergency Procedures

- The service e will develop procedures for the nominated supervisor/educators/staff to follow to plan for the every emergency situation that has been identified through the risk assessment process. These situations may include but are not limited to the following emergencies:
  - Fires and/or bushfires
  - Bomb threats
  - Missing child
  - Intruders (animal or human)
  - Power failures or electrocution
  - The involvement of firearms or other weapons
  - Structural damage
  - Burglary
  - Natural disasters, such as flood, cyclone, thunderstorm or earthquake

- The service will seek recommended practices from the recognized authorities, such as:
  - Fire department
  - Police station
  - St. John ambulance
  - Local hospital or health related specialist (paramedics, doctors, nurses)
  - State emergency Service (SES)

Accidents

- Parents/guardians are required to provide written authority (included in the enrolment form) educators/staff of the service to seek medical attention for their child if required.
- When a minor accident occurs at the service, educators who are qualified in first aid will follow the services Accident plan
  - Assess the injury
  - Attend to the injured children and apply first aid
  - Check that no-one has come into contact with the injured child’s blood or bodily fluids – require these people to wash any contaminated areas in warm soapy water
  - Clean up the spill using disposable gloves if bleeding involved.
  - Contact he 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 incident when they arrive to collect their child
- Write full details about the incident and the treatment given on an accident/illness/trauma report form, and require the parent to sign this form to confirm their notification of the incident.

- When a serious incident which requires more than simple first aid treatment, occurs at the service an educator who is qualified in first aid and CPR will:
  - Assess the injury and report to the nominated supervisor/coordinator that an ambulance should be called
  - Provide the child’s medical record for the ambulance officer
  - Discuss with the nominated supervisor which educator will accompany the child in the ambulance
  - Ensure that any contact with the injured child’s blood or bodily fluids has been appropriately dealt with
  - Complete a full report of the accident detailing the incident and the action taken, on a report form and require the parent/guardian to sign the form to confirm the notification of the incident

- The nominated supervisor will contact the child’s parents/guardian 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

- The nominated supervisor will arrange the emergency relief educators to attend the service so that an educator can accompany the child in the ambulance, or take the child to the local clinic or medical practitioner. The remaining children will be kept together until the emergency relief educator has arrived at the service

- The nominated supervisor will contact the Chairperson of the committee to inform them of the incident and steps taken.

- If the tragedy of the death or serious injury of a child should occur whilst the child is at the education and care service, the nominated supervisor will:
  - Contact the committee to advise them of the situation and request they notify the regulatory authority 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/guardians in person and assist them with transport to the services or hospital
  - Contact the parents/guardians of the other children to advise them of an emergency, and request they arrive to collect their children 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 educators/staff and provide information about trauma counselling for those educators/staff who feel they need it

- After a serious incident at the service, educators will comfort children and be aware that some children may have shock reactions to the incident. Educators
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 supervisor will notify the services insurance and also provide them with a copy of the accident/illness/trauma report form
- The committee/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/guardian. The service 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 must be reported to the appropriate state occupational safety and health authority
- The nominated supervisor will be responsible for completing an evaluation of all the reports at the end of each month. This is to be discussed at staff meetings.

First Aid

- At least one educator with a current approved first aid qualification that is appropriate to the children will be on duty at the service at all times when the children are on the premises.
- At least one educator who has undertaken anaphylaxis management training will be on duty at the service at all times children are on the premises
- At least one educator who has undertaken emergency asthma management training will be on duty at the service at all times children are on the premises
- At least one fully equipped and properly maintained first aid kit will be kept at the service in a locked cupboard which is out of reach of children but easily accessed by educators.
- The first aid box or cabinet together with someone in charge must also comply with applicable occupational safety and health legislation
- A cold pack will be kept in the freezer for treatment of bruises and sprains
- Each first aid kit will be checked regularly using the services first aid box checklist to ensure it is fully stocked, and that all medications are within the expiry date.
- 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
- The committee will ensure that adequate funds are allocated in each annual budget to ensure that educator’s first aid qualifications and emergency asthma and anaphylaxis management training are updated as required.

4. MEASURING TOOLS
   - Health and Safety Audit
   - Quality Accreditation
- Accident/ illness/ trauma report
- SIDS safe sleeping checklist
- Risk assessment
- First aid box checklist

5. LINKS TO OTHER POLICIES
- Enrolment and Orientation
- Maintenance of a safe environment
- Supervision

6. SOURCES
- Education and Care Services National Law Act 2010
- SIDS and KIDS
- Kidsafe Australia
- Medications and medical conditions
- Health hygiene and infection control

7. POLICY REVIEW HISTORY
- The service will review the Accidents, Emergencies and First Aid policy and procedures every year or as new information arises.
- Families are encouraged to collaborate with the service to review the policy and procedures.
- Educators/staff are essential stake holders in the policy review process and will be encouraged to be actively involved.