

3.5 INCIDENT, INJURY, TRAUMA AND THE ADMINISTRATION OF FIRST AID.

Definitions:

Incident – an instance of something happening; an event or occurrence.

Injury – harm or damage that is done or sustained.

Trauma – an experience that produces physical or psychological injury or pain.

Illness – unhealthy condition; poor health.

First Aid – the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

Policy

In the event of an incident, injury, trauma or illness, immediate first aid must be provided to the child in care.

Procedures

1. Educators must hold a current, ACECQA approved First Aid and CPR qualification.
2. Educators must have undertaken current ACECQA approved anaphylaxis management and emergency asthma management training.
3. A parent/guardian must complete the 'Parent Agreement' Form authorising the educator and the scheme to seek emergency medical, hospital or ambulance treatment as well as providing medical attention in the event of illness or accident.
4. Educators are required to:
 - Have an easily identifiable, fully stocked first aid kit which is readily accessible to adults but kept out of reach of children.
 - Have easy access to contact numbers for parents/guardians/emergency contacts of children in care.
5. If a child being educated and cared for by the service becomes ill, is injured or suffers a trauma, the educator must provide appropriate medical attention or assistance to the child.
6. An educator must notify the parent/guardian of the child as soon as practicable, but not later than 24 hours after the occurrence of an incident, injury, trauma or illness.
7. Following any incident, injury, trauma or illness to a child whilst being educated and cared for by a family day care educator, the educator must complete an 'Incident, Injury, Trauma and Illness Record' form, providing the pink copy to the parent/guardian or authorised nominee. The white and yellow copies of the form must be sent in to the co-ordination unit with the relevant timesheets.
8. If a child attends a hospital or urgent medical treatment is sought from a registered medical practitioner or emergency services personnel following an incident which occurred whilst that child was being educated and cared for by a family day care educator, the scheme manager must be notified as soon as practicable.

9. If a child is injured and requires emergency medical attention provided by a registered medical practitioner, an educator must complete a Family Day Care Australia Insurance Incident Report.
10. In the event an ambulance is called, if practical, and if care for the other children is available, the educator will accompany the injured or ill child in the ambulance to the hospital until the child's parent/guardian or authorised nominee arrives
11. Co-ordination unit staff, a family member, an educator assistant or other suitable adult can be asked to provide care to the children, in the event of an emergency, until the children are collected from care.
 - **Suitable Adult:** can be the closest adult available who can provide appropriate care for the children at the time of a medical emergency or other short term incident.
12. In the event an ambulance is called, the educator must inform the child's parent/guardian or authorised nominee that an ambulance has been called, the nature of the emergency, action taken or first aid provided, and the hospital the child was transported to.
13. In the event that an ambulance is called, the educator must inform the co-ordination unit staff that an ambulance has been called, the nature of the emergency, action taken or first aid provided, and hospital the child was transported to.

Date Implemented	Review Date	Date Updated	Source
2015 June	2016 December 2019 December 2021 June	2017 July 2018 June	<ul style="list-style-type: none"> • Education and Care Services National Regulations 2011. • National Quality Standard for Early Childhood Education and Care and School Age Care, 2009