

## **FIRST AID AND ACCIDENTS POLICY**

### **AIM**

To ensure incidents are attended to promptly; to minimise the severity of the injury to children and staff; and to prevent future injuries

To ensure incident, injury, trauma and illness are recorded

To ensure Kinma has first aid qualified staff

To ensure Homeopathic remedies are administered appropriately

### **EXPLANATION:**

Kinma follows regulations and legislations by having staff members with first aid qualifications at all times children are in attendance; the first aid kits are fully stocked; and a commitment to providing a safe environment. An ongoing commitment to review incidents over time for risk management.

### **IMPLEMENTATION:**

- There will be at least one staff member with a current First Aid Certificate on duty at all times. Copies of First Aid Certificates are kept in the Administration office.
- The School enrolment form will include details of all creams, lotions, medications, and Homeopathic medications requiring parent permission for their use.
- Staff will receive written information on this policy during their induction. They will be shown the location of first aid kits and where medications are located.
- Kinma has a written accident procedure which all staff, students and volunteers are to follow (see below).
- Resuscitation posters are displayed in both kitchens, in Preschool playrooms, and on the outside of the Preschool building.
- All staff are to hold a First Aid Certificate and participate in resuscitation training.
- Kinma supports the training of all staff to hold a First Aid Certificate, by paying the costs of the training course.
- A complete first aid kit is kept in the Preschool kitchen and Primary kitchen, and designated staff are responsible for ensuring used items are replaced. The first aid kit is checked by the designated staff members allocated at the commencement of each term for supplies and expiry date.
- An excursion first aid kit will be used on excursions and evacuation drills.
- At each telephone there is a notice displaying the following emergency telephone numbers: Ambulance, Police, and Fire Brigade, Poisons Information Centre, Kinma Administration Office.
- All potentially dangerous products such as detergents, chemicals and washing powder, are kept out of children's reach.
- Play areas indoors and outdoors are well supervised and staff identify and take actions for accident prone areas.
- Administration of Homeopathic remedies is carried out by staff who have attended an in-house training course for Homeopathic remedies.

### **ACCIDENT PROCEDURE**

#### **MINOR ACCIDENTS**

1. Calm the child and remove from the situation if appropriate.
2. Administer appropriate first aid treatment or Homeopathic treatment. Wear gloves if dealing with any body fluids.

3. Monitor child until you are satisfied with the child's recovery.
4. Contact parent if necessary
5. Complete an incident/accident form, obtain a parent signature when the child is collected and offer a copy to the parent.

### ACCIDENTS REQUIRING MEDICAL ATTENTION

- A staff member holding a current First Aid Certificate will take charge and implement the action plan. **Danger, Response, Airway, Breathing, Circulation, Defibrillation.**
- Administer first aid. Wear gloves with body fluids.
- At all times stay with the child and calm the child.
- Another staff member will call an ambulance if necessary: 000. Advise if an intensive care ambulance is required. Stay on the line and move towards first aider to offer information.
- Contact the Kinma Manager or other staff to assist and maintain adult/child ratios.
- Contact parents or emergency contact person to accompany the child in the ambulance or take the child to their doctor, whichever is necessary.
- The Nominated Supervisor / Manager will decide the most appropriate staff person to accompany the child in the ambulance if parents or emergency contact are unable to attend.
- If a private car is used, two staff are to travel with the child. Additional adult support will be required and can be obtained from Administration. This is not a preferred method of operation.
- A copy of the child's enrolment form is to accompany the child.
- If a child is hospitalised or death occurs due to an accident, the Nominated Supervisor/Manager will notify the child's family, the Director-General of the Department of Education and Communities, and the School's Approved Provider with circumstances, as soon as practical, within 24 hours of the incident.
- Management and the Board support approved counselling and risk management.

### SUPPORT INFORMATION

- If poisoning has occurred, remove the child from the situation immediately and a staff member holding a First Aid Certificate is to follow the instructions on the bottle. Another staff member will ring the **Poisons Information Centre: 131126**. Follow the advice from the Poisons Information Centre.
- If a child has stopped breathing, resuscitation is to be attempted by a trained First Aider. An intensive care ambulance should be requested. Once commenced, CPR is not stopped until the child is breathing or an ambulance arrives.
- A defibrillation unit is at Terrey Hills Swim School and is available for use in an emergency (31 Myoora Road, Terrey Hills, 9486 3941).
- If a tooth has been knocked out, if possible place the tooth back in position. Rinse the tooth in milk or the patient's saliva only. If no alternative, water can be used.
- In the case of a severed limb, e.g. finger in a slammed door, do not wash the part in water or liquid. Place the part in plastic bag. Place the plastic bag inside another and secure. Pack the plastic bag in a container of crushed ice added to water. Send the package to the hospital with the patient.

## **REPORTING**

An *Incident Form* will be completed by the staff member administering first aid. The signed form is placed in the appropriate file in the office and kept as part of the School's records.

## **PROCEDURE FOR STAFF**

Accidents involving staff are recorded on an Incident Form and forwarded to the Manager. All injuries are reported termly to the Education Committee and the Board. All serious injuries are reported to the Manager and Chair of the Board within 4 hours. The Nominated Supervisor/Manager must be notified of near misses, which will then be discussed at staff meetings to ensure a safe work environment and a risk assessment will be undertaken if necessary.

### Statutory Legislations & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- National Quality Framework 2011
- National Quality Standards – Quality Area 2 – Children's Health & Safety 2.1.4, 2.3.3, 2.3.4
- St John DRABCD Action Plan
- Occupational Health and Safety Act 2000