

## **INJURIES AND ACCIDENTS POLICY**

### **PURPOSE:**

To ensure that in the event of an injury and/or accident that the centre has correct training in first aid, processes on reporting of such incidents and up to date contact details of parents and emergency contacts for each child enrolled at the centre.

### **IMPLEMENTATION:**

On enrolment at the Centre parents are required by our governing regulations to complete written authorisation for the Centre to seek and or/carry out urgent medical, dental or hospital treatment if necessary.

In the event of an injury to a child that does not require urgent medical attention, the Director in consultation with staff, will decide whether it is necessary to contact the child's parents. Should it be considered so, the parent/s (or the alternative contact) will be informed immediately. If contacts cannot be reached quickly, the Director will decide on the most appropriate action to be taken (e.g. ambulance, Doctor). During this time the child will be kept under adult supervision until the child recovers or until a parent of the child or some other responsible person takes charge of the child.

In the event of a serious injury which is deemed to require urgent medical or dental treatment immediate steps will be taken to secure such treatment and that the child is returned as soon as practicably possible to the care of a parent. If such treatment is obtained the parent of the child is notified as soon as practically possible and informed of the accident and the treatments arranged for the child. If parents have nominated a doctor or dentist to contact in this circumstance, all efforts will be made to seek their services specifically and where practicable.

Records of all child injuries and accidents will be maintained at the centre. Parents will be informed of any injuries/ accidents by way of an Accident Report Form which they will be asked to co-sign. Further steps required of the service after the event of a serious injury are the following:

- Notification of event to the Director-General of the Department of Community Services
- Notification of the Licensee (if not already aware)
- Notification of Police (in the unlikely event of an injury causing death)

Reviewed: 10 June 2005 – M Duffy-Fagan

22 February 2006 – M. Duffy-Fagan

Source: NSW Health and Medical Research Council ( NHMRC)

Australian Standard Vaccination Schedule 2002-2003

Staying Healthy in Childcare 3rd Edition NSW Health Department

Children's Services Regulation 2004 – Policies Required under Children's Services Regulation 2004