National Quality Standard Related Standards/ Regulations

**Standard 2.1**  
Element 2.1.2  
Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.

**Standard 2.2**  
Element 2.2.2  
Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

**Regulation 87**  
Incident, injury, trauma and illness record

**Regulation 89**  
First aid kits

**Regulation 136**  
First aid qualifications

**Regulation 168**  
Education and care services must have policies and procedures

**Aim**

To plan for and respond effectively to accidents and medical emergencies.

**Explanation**

All precautions must be taken to prevent accidents and injuries and to minimise complications. Managing accidents and emergencies requires careful planning and reduces the likelihood of major injuries and complications from injuries.

**Practice**

All precautions will be taken to reduce the incidence of accidents and injuries, and to recognise potential accidents that can occur which need to be responded to effectively, e.g. burns, convulsions, head and eye injuries, fractures, poisons, bites, stings, cuts.

At all times the school will ensure that at least one educator is present with a current ACECQA approved First Aid Certificate (HLTAID004), one person who has completed approved asthma management training, and at least one person who has completed approved anaphylaxis management training. This may be the same person.

All permanent ELC staff are required to have an up to date First Aid Certificate. Annual CPR, anaphylaxis and asthma management training is required. This information is held on the ELC Staff Record. The ELC Clerical Assistant monitors expiry dates for First Aid qualifications and will remind staff when their certificate is coming up for renewal and will organise any required training. Any training completed is compliant with ACECQA requirements.

The School will ensure that First Aid kits are kept adequately stocked and are easily accessible in all areas where children are present. The School Nurse is responsible for the checking and restocking of supplies in accordance with the documented procedure. First Aid kits are kept in the locker area between the classrooms, in the staff room and in the kitchen. Portable First Aid bags are provided to each class and are taken whenever a class leaves the classroom, including when outside, at the Junior School and on excursions.
To avoid any cross contamination, gloves and face masks are worn (as required) when administering first aid involving broken skin or bodily fluids. These are disposed of in accordance with our ELC Clean Up Procedures.

In acknowledgment of allergies of both students and staff latex-free gloves and band aids are used for all first aid.

As appropriate, first aid will be administered to children in response to their needs. Staff will remain calm, assess the injury, ensure the child is comfortable and reassure other children who witness the incident as required. For minor injuries requiring only minimal first aid, for example, application of bandaid, cold water etc., parents will be notified when collecting their child. A staff member will complete an "Injury and Trauma Record" form and will ask parents to sign this form once advised of the injury on collection.

For more serious injuries, particularly those involving a blow to the head, or with any significant blood loss, the child’s parent will be contacted and advised of the incident. Staff will provide information about the cause and nature of the injury and parents will be given the opportunity to collect their child for further monitoring and treatment; however, this decision is at the parent’s discretion. In these instances, a staff member will complete an "Injury and Trauma Record" form and will ask parents to sign this form when collecting the child. A school based "Accident Report" form will also be completed, online via Complispace within 24 hours.

For injuries requiring immediate medical attention, such as broken bones, convulsions, allergic reactions, loss of consciousness etc., required first aid will be administered (eg. CPR, immobilisation etc) and an ambulance will be called immediately. The child’s parent/s or emergency contacts will be called and advised of the nature of the emergency and the information provided by the ambulance service regarding the necessary steps to be taken and the advised timeframe. If required, staffing arrangements will be made to enable an appropriate person to accompany the injured child to hospital in the ambulance, and to remain with the child until a family member arrives. These staffing arrangements will ensure that the ELC remains adequately staffed at all times. In these instances the Head of the Junior School or delegate will be contacted once an ambulance has been requested. In these instances, a staff member will complete an "Injury and Trauma Record" form and will ask parents to sign this form and a school based “Accident Report” form will also be completed, online via The Oracle within 24 hours. In this event ACECQA and Children’s Education and Care Assurance will be notified using the SI01 online form.

"Injury and Trauma Record” forms are added to the ELC Incident, Injury, Trauma and Illness Record folder, held by the ELC Clerical Assistant. A summary of incidents is kept so at to ascertain patterns in events.