



Accident Policy

Whilst every effort is made to ensure a safe environment for children, it is inevitable that accidents will happen from time to time. As a means of minimizing accidents the preschool premises and equipment will be regularly checked for hazards. Any damaged or broken equipment will be removed and the Director will tend to the repair or replacement of the equipment.

All preschool educators will undertake first aid training and the cost will be covered by the Association (see Professional Development policy). It is a licensing requirement that at least one educator in attendance have a current first aid certificate. Fully stocked and accessible first aid cabinets are maintained at the preschools. In addition, a portable first aid kit will be taken on any excursion away from the preschool.

Procedure in the Case of Accident

In the case of an accident, the child will be assessed – and treated – by an educator who holds a current first aid certificate. The details of the first aid treatment will be recorded on the accident form.

If the child requires immediate medical attention the educator will proceed to

- Call an ambulance
- Contact the parent/guardian

If the parent/guardian cannot be contacted, the educator will attempt to contact a person listed as an “emergency contact” on the enrolment card.

The order of the above procedure will be at the discretion of the Director.

Minor Injuries

Minor injuries may include grazes, bumps, scratches and bites. The details of first aid treatment will be recorded on the minor accident form – and parents/guardians will be advised when the child is collected. If the child is visibly distressed, the parent/guardian will be contacted and advised of the accident.

Injuries Requiring Hospital Treatment

If a child requires ambulance transportation to hospital, an adult familiar to the child (this may be an educator) will accompany the child. The educator will make every effort to notify the parent/guardian – and return the child to the care of the parent/guardian – as soon as possible.

The Director will notify ACECQA and the NSW Department of Education & Communities representative of any accident to a child at preschool that requires



QUEANBEYAN & DISTRICT PRESCHOOL ASSOCIATION

hospital treatment.



Death

In the event of the death of a child due to accident or illness whilst in the care of preschool educators, the Director will immediately notify:

- A parent or guardian
- A police officer
- The Director-General of NSW Department of Human Services Community Services
- Notification of Serious Incident SI01 Form to be completed.

Accident Records

All accidents are to be recorded on the standard accident form or minor accident form, and will be stored in a location that is accessible by educators only. The accident form will be completed by an educator as soon as possible after the accident occurs. A copy of the standard accident form will be issued to the parent/guardian of the child when the child is collected from preschool. The accident form will be signed both by an educator and a parent/guardian of the child.

On the Standard Accident form the description of the accident will include:

- The name of the child
- The date and time of the accident
- The educator treating the injury
- Witnesses to the accident
- A description of the injury and how it occurred
- Any first aid administered by an educator
- The action taken to inform parents
- The action taken to seek medical advice or treatment

Accident records will be kept at the preschool until the child is aged 25 years as per Education and Care Services National Regulations.

Injury to Staff

Refer to Work Health and Safety Policy.

Serious Incident Notification

Notification of Serious Incident SI01 form needs to be completed if any of the following occurs:

- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service.
- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical



practitioner. (E.g. whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.

- Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.

Further Reading

1. First Aid Policy
2. Critical Incident Policy
3. Medication Policy
4. Health & Medical Conditions Policy.
5. Playground and Equipment Policy



Name of Preschool

Incident, injury, trauma and illness record

Incident, injury, trauma and illness record (circle relevant type of record)		
Child's details		
Surname:	Given names:	
Date of birth:	Age:	
Room/Group		
Incident/injury/trauma details		
Circumstances leading to the incident/injury/trauma:		
Products or structures involved		
Location:	Time:	Date:
Name of witness:		
Signature:		Date:
Nature of injury sustained		



	Abrasion, scrape	Cut
	Bite	Rash
	Bruise	Sprain
	Burn	Swelling
	Concussion	Other (Please specify)

Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

Time of illness:

Date of illness:

Action taken

Details of action taken, including first aid and administration of medication

Medical personnel contacted: Yes/No

If yes, provide details

Details of person completing this record

Name:

Signature:

Time record was made:

Date record was made:



am/pm		
Notifications(including attempted notifications)		
Parent/guardian:	Time: am/pm	Date:
Director/teacher/coordinator:	Time am/pm	Date:
Regulatory Authority (if applicable)	Time: am/pm	Date:
Parent acknowledgement		
I		
(Name of parent/guardian)		
Have been notified of my child's incident/injury/trauma/illness.(Please circle)		
Signature:		Date:
Additional notes/ follow up:		