

EDUCATION AND CARE GUIDING PRINCIPLE

Accident, Incident and Trauma

Purpose

Cumberland City Council's Education and Care team are committed to ensuring the safety needs of children, young people, families, educators, general public, volunteers and students are met.

Scope

Council's Education and Care team will provide a procedure and reporting system for immediate medical aid and medical treatment if serious illness, trauma, accident or injury should occur in accordance with section [85](#) of the Regulations.

Definitions

Accident:	Requires first aid, documentation and notification
ACECQA:	Australian Children's Education & Care Quality Authority
CPR:	Cardio Pulmonary Resuscitation
CCFDC:	Cumberland Council Family Day Care
Emergency:	An incident, situation or event where there is an imminent or severe risk to the safety and wellbeing of a person present at the centre
Families:	Parents, caregivers and guardians
FDC:	Family Day Care
Incident:	Requires attention, documentation and family notification
NQAITS:	ACECQA's National Quality Agenda IT System portal
Regulations	Education and Care Services National Regulations
Serious Incident:	An incident as defined in section 12 of the Regulations which requires medical attention, documentation, and notification

Guiding Principles

Council's Education and Care staff will:

- assess the extent of injury, provide first aid and if necessary seek medical attention and contact family
- supervise and monitor children after an injury until families arrive or medical treatment is obtained
- treat all head injuries as potentially serious. Families will be contacted and medical attention recommended
- within a reasonable timeframe, notify families by phone of injuries, other than minor injuries, that require first aid
- have a current approved first aid certificate and current CPR certificate
- display a CPR flow chart in a prominent position in all services
- ensure all services are equipped with a suitable and fully stocked first aid kit that is kept in a position that is inaccessible to children but readily accessible to the educators in an emergency
- wear disposable gloves when dealing with bodily fluids and administering first aid

- dispose of materials used to clean wounds immediately. Bloodied materials are to be disposed of in sanitary bins or a bin which is inaccessible to children. For serious injuries, blood soaked cloths will be kept on wounds and more clothes continually added on top until medical assistance is obtained to monitor blood loss and not disturb the wounds
- report any accidents/incidents where families have been notified to their supervisor immediately. FDC educators will report to their Coordination Unit
- accompany the injured child to the hospital if the accident requires the child to be taken by an ambulance and will continue to remain with the child until family of the child or other emergency contact arrives to take care of the child. Our staff will remain with the child when being treated by a doctor, as often they will not stay for long and the child will never be left alone. The Manager Education and Care will be advised of the incident (FDC to refer to "FDC - additional information" in this Guiding Principle)
- advise of minor incidences at the service and follow Work Health and Safety processes to reduce reoccurrences (centre based).

Staff / educators

For the purpose of this section of this Guiding Principle staff/educators refer to those employed by Cumberland City Council (not FDC educators).

If a staff member/educator injures him or herself, or complains of headaches, sore back, or has a near miss:

- the staff member/educator should notify their direct supervisor immediately
- a report must be completed in Vault, selecting the correct template - injury, illness, incident, near miss or risk - within 24 hours of the accident/incident
- the supervisor must contact the Resource Management Coordinator, the Management Team and the Injury Management/ Recover at Work Coordinator as soon as possible to inform them of the accident/incident.

If medical assistance is required emergency procedures will take precedence - follow the SafeWork NSW 'If you get injured at work' poster. Then the staff member/ educator can complete a Work Cover form which is available through the Risk Management Coordinator.

The Director Community and Culture is to be notified when a Work Cover form is completed.

SafeWork posters must be visible in each workspace. They are available via the Intranet. Each Centre Director will be responsible for obtaining and maintaining these posters.

All staff/educators will be provided with lifting and bending information and hazardous manual tasks training.

General public

General public refers to everyone else other than staff/educators and clients in care (not FDC educators).

If a member of the general public enters our premises and is injured:

- they should notify the nearest staff member
- the staff member should notify the supervisor
- the supervisor will contact the Resource Management Coordinator, the Management Team and the Injury Management/ Recover at Work Coordinator as soon as possible to inform them of the accident/incident
- the supervisor must complete the report in Vault, selecting the correct template - injury, illness, incident, near miss or risk - within 24 hours of the accident/incident

- if medical attention is required, emergency procedures take precedence.

Staff/educators must:

- keep copies of everything
- **not** give copies of any documentation for incidences requiring medical attention to anyone – refer the requestor to Cumberland City Council's Injury Management/ Recover at Work Coordinator.
- if they feel a child is not being appropriately supervised whilst in the building, home or outdoor area by the family, tell the child and family that the behaviour is not allowed whilst in care or on the premises. This is the responsibility of all staff members/ educators.

Families are required to provide written authority (included in the enrolment form) to all services to seek medical attention for their child if required.

Educators should act on their discretion in the application of first aid or CPR and in the decision to contact the child's own doctor, or the closest doctor, or an ambulance. Other educators will assist where possible.

The service will take all reasonable care, however, in the event of a child suffering accident or illness, the service will not be responsible for the costs of any medical attention or treatment administered to a child, nor will the service be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating a child (included in the enrolment form).

FDC - additional information

When a serious accident occurs that requires more than first aid treatment, the FDC educator will:

- assess the injury and decide whether the child should be taken to the local medical practitioner by the family or if an ambulance should be called
- call FDC Coordination Unit to inform the office of the incident. Request assistance from FDC staff if required
- if an ambulance is called and a FDC staff member has arrived at the educator's home, accompany the child and remain with him/her until family or other responsible adult takes over at the hospital. If a staff member hasn't arrived, the educator must remain with the other children in care. The FDC educator will ask the ambulance which hospital they are going to and notify the FDC Coordination Unit for them to proceed to the hospital
- take the child's enrolment form
- take a portable first aid kit and emergency contact details for all children in care on all outings
- ensure that the child's family is contacted either by the educator or staff member, to advise them of the incident and where the child has been taken
- record a full report of the accident detailing the incident and the action taken on an Incident, Injury, Trauma and Illness Record (standard format) and a copy given to the FDC Coordination Unit immediately after medical attention is sought (within 24 hours)
- forward a copy of the report to the FDC educator's insurance company immediately after the event.

It is expected that any costs incurred in ensuring prompt medical attention for a child will be covered by the families.

Documentation and Forms

Incident, Injury, Trauma and Illness Record

This form is to be completed when any incident or injury occurs to a child. A copy of this form can be given to the family if requested. The form is then filed in the child's records. FDC educators are required to have

each accident/incident signed off by their Child Development Officer during routine home visits. FDC educators must send completed forms to the CCFDC office for archiving. A copy of the form must also be promptly emailed to the CCFDC centre director in the event that the child requires urgent medical treatment.

Injuries or incidents that require medical attention must be reported to ACECQA within 24 hours. Centre Directors are to inform their Education and Support Coordinator and forward the completed Injury and Trauma Record to be uploaded to the NQAITS.

This form is also used for an incident that occurs at the centre, for example a missing child, is to be documented on this form. The form is to be forwarded to the Education and Care Coordinator/ Senior Coordinator/ CCFDC centre director to be uploaded to the NQAITS.

Serious Incident Reflection Form

A serious incident reflection form is to be completed by the Nominated Supervisor after a reportable incident or injury occurs.

FDC insurance form

FDC educators to complete when they have an accident or when a child in care has an accident requiring medical attention.

Record of incident not occurring in FDC

This form is completed by an educator when a child presents for care with an injury that did not occur at the service. It should be completed and kept in the child's file at the service and electronically saved to child's file.

Related Legislation and Online Resources

[Children \(Education and Care Services\) National Law \(NSW\): Section 174](#)

[Education and Care Services National Regulations: Sections 12, 85, 86, 87, 89, 174 & 176](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2017](#)

Related Documents and Council Policies

[Incident Injury Trauma & Illness Record](#)

[Serious Incident Reflection Form](#)

[Record of incident not occurring in FDC](#)