



## Children's Accident Procedures

1. A child is injured in an accident

### Minor Injury

2. Comfort the child and permanent staff member with an up to date first aid certificate applies first aid if necessary.

If injury is minor such as; scratch, graze and not requiring first aid, document the injury in the room communication book with a staff member from that room informing the child's parents at pick up time.

If the injury is minor but requires first aid, the staff member caring for the child completes the accident/ injury form and informs the child's parents via phone if the injury is to the head or at the discretion of the room leader/ nominated supervisor.

A staff member from the child's room is responsible for ensuring the accident form is signed within 24hrs and nominated supervisor is informed of this within 24hours or the next working day.

### Major Injury

2. Comfort the child and permanent staff member with an up to date first aid certificate applies first aid if necessary.

A permanent staff member is to call a parent first and then an emergency contact if parents are uncontactable to collect the child.

If injury requires urgent medical attention, a permanent staff member is to call for an ambulance with parents being contacted by a staff member straight after to be informed of the injury and notifying them of an ambulance being called.

If parents/ emergency contact are unable to meet at the centre to travel with the child to the hospital a permanent staff member will travel with the child in the ambulance to the hospital taking with them the completed accident/ injury form and child emergency contact details.

The Nominated Supervisor will be notified within 24 hours of this incident and Nominated Supervisor/2IC will lodge a serious incident form via the ACCEQA website.

The staff member that communicated with the child's parents will call the child's parents the following day along with the Nominated Supervisor to check up on the child's injury and recovery.

The Nominated Supervisor will evaluate the accident location to determine if any changes can be made and inform the insurance company if required.

All first kits, resuscitation posters and emergency contact telephone lists will be maintained.

Last reviewed: February 2017

Next Review: February 2018