

# Incident, Injury, Trauma & the Administration of First Aid Policy

## Policy Statement & Commitments

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The health and safety of the children, staff and families of Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) is paramount. All children, educators (including students and volunteers) contractors, and visitors to BEPS OSHC Service have the right to a safe environment that is free from hazards that may cause harm.

It is vital that sound incident prevention strategies are developed, monitored and practiced by staff. These strategies are designed to provide for a safe and healthy environment for staff, children and parents and thereby reduce the risk of any incidents occurring.

Provision of first aid is an essential service in all community settings. The capacity to provide prompt basic first aid is particularly important as employees have a duty of care obligation to assist children who are injured or who become unwell.

### BEPS OSHC Service is committed to:

- a duty of care to respond to incidents and emergencies that occur, which may include the administration of first aid
- ensuring that first aid is administered by trained educators
- ensuring that in the event of an incident, appropriate care including CPR will be applied by a trained educator
- ensuring that a trained educator is on duty whenever BEPS OSHC Service is in operation
- ensuring that BEPS OSHC Service employs enough staff who are trained as described in the definition of trained educator in this policy, in compliance with the National Law
- ensure that first aid kits are always stocked and all items are in date.

## Definitions

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**Trained Educator** – For the purposes of this policy, the term “trained educator” refers to those educators who have received relevant professionally administered training in the treatments or techniques required to administer medication, and hold first aid training, anaphylaxis management training, and emergency asthma management training qualifications approved by ACECQA, as prescribed in the *Education and Care Services National Law Act 2010* in accordance with regulation 137 (1) (e).

**Incident** – For the purposes of this policy, the term “incident” refers to an unforeseen or unplanned event requiring intervention to safeguard the health and wellbeing of the person or persons involved. Incidents may be minor or serious in nature:

**Minor incident** – for the purposes of this policy, the term “minor incident” refers to any incident involving minor injury or illness requiring the administration of first aid by a trained educator.

**Serious incident** – for the purposes of this policy, the term “serious incident” refers to the death of a child, or any incident involving serious injury, trauma or illness requiring urgent medical attention from a registered medical practitioner or attendance at a hospital.

**Trauma** – For the purposes of this policy, the term “trauma” refers to an emotional response to a serious incident.

## Procedures for Administration of First Aid

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- At least one educator with a current approved first aid qualification that is appropriate to children will be on duty at BEPS OSHC Service at all times children are on the premises.
- At least one educator who has undertaken anaphylaxis management training will be on duty at BEPS OSHC Service at all times children are on the premises.
- At least one educator who has undertaken Emergency Asthma Management (EAM) training will be on duty at BEPS OSHC Service at all times children are on the premises.
- At least one fully equipped and properly maintained first aid kit will be kept at BEPS OSHC Service in a cupboard that is out of reach of children, but easily accessed by educators.
- The first aid box together with the trained educator in charge must also comply with the *Occupational Health and Safety Act 2004*.
- Each first aid kit will be checked regularly using BEPS OSHC Service’s **First Aid Box Checklist** to ensure it is fully stocked, and that all medications are within the expiry date.
- First aid will only be administered by qualified first aiders (trainer educators) in the event of minor incidents or to stabilize the victim until expert assistance arrives.
- The OSHC Management Sub-committee will ensure that adequate funds are allocated in each annual budget to ensure that educator's first aid qualifications and emergency asthma and anaphylaxis management training are updated as required.

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**Procedures for Dealing with Minor Incidents & Injuries:**

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- A sufficient number of staff to have completed relevant and accredited first aid training, anaphylaxis management training, and emergency asthma management training qualifications approved by ACECQA, as prescribed in the *Education and Care Services National Law Act 2010* in accordance with regulation 137 (1) (e).
- A first aid facility (OSHC Room) will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid facility (OSHC Room).
- All injuries or illnesses that occur during OSHC time will be dealt with by the staff member in charge at the time of the incident.
- An **Illness & Non-critical Injury Form** will be filled out and filed in the event that a child suffers an injury or from an illness that requires first aid.
- All staff will be provided with basic first aid management skills including blood spills and a supply of protective disposable gloves will be available for use.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of their parents or guardian. The **Medication Authorisation Form** is available from the OSHC service for this purpose.
- For serious injuries and illnesses, or conditions that require full supervision, the parents or guardians of the child must be notified by the OSHC Coordinator so that professional treatment may be organised.
- Any injuries to a child's head, face, neck or back must be reported to their parents or guardian.
- Parents or guardians will be notified of any other illnesses or injuries which are deemed to be more than minor but which do not require professional treatment.
- Families are required to provide written authority (included in the enrolment form) for educators to seek medical attention for their child if required.

When a **minor incident** occurs, educators who are qualified in first aid will follow BEPS OSHC Service's **Incident Plan** to:

- assess the injury
- attend to the injured child and apply first aid
- check that no-one has come into contact with the injured child's blood or body fluids, and require those who have had contact to wash any contaminated areas in warm soapy water
- clean up the spill using disposable gloves if bleeding or body fluids are involved
- contact the parent or guardian, depending on the nature of the injury. If they cannot be contacted at the time of the incident, they will be informed about the incident when they arrive to collect their child

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- write full details about the incident and the treatment given on an **Illness & Non-critical Injury Form**, and require the parent, guardian or authorised person to sign this form to confirm their notification of the incident.

#### **Procedures for Dealing with Serious Incidents & Injuries:**

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When a **serious incident** that requires more than simple first aid treatment occurs at BEPS OSHC Service, an educator who is qualified in first aid and CPR will:

- assess the injury and report to the OSHC Coordinator that an ambulance should be called
- provide the child's medical record for the ambulance officer
- discuss with the OSHC Coordinator which educator will accompany the child in the ambulance
- ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with
- complete a full report of the incident detailing the incident and the action taken, on an **Incident, Injury, Trauma and Illness Record** and require the parent or guardian to sign the form to confirm their notification of the incident

In addition, the OSHC Coordinator will:

- contact the child's parents, guardian or emergency contact person to advise them of the incident and what location they may meet their child from the ambulance. Every effort will be made not to panic the parent/guardian at this stage
- endeavor to rearrange staffing (or where possible for emergency relief educators to attend BEPS OSHC Service), so that an educator known to the child can accompany the injured child in the ambulance. The remaining children will be kept together until the emergency relief educator has arrived at BEPS OSHC Service
- contact the OSHC Management Sub-Committee or the School Principal to inform them of the incident and the steps taken so far. See also section of this policy referring to procedures for incident reporting to the regulatory authority.

#### **Documentation of Incident and Injuries**

- All incidents and injuries are recorded in as much detail as possible, using diagrams if necessary to back up the written report, with the child's and families' privacy and confidentiality maintained at all times.
- All incidents and injuries are to be reported to the OSHC Coordinator immediately, so that if they are approached by the parent/guardian, they can discuss any details with them.
- If there is more than one child or adult injured in an incident, a separate **Incident, Injury, Trauma and Illness Record** should be filled in for each child or adult injured. No one **Incident, Injury, Trauma and Illness Record** will refer to another child or adult by

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name (initials can be used), except the child or adult that was injured and for whom the **Incident, Injury, Trauma and Illness Record** relates to. However, individuals relevant to the incident, such as witnesses, first aid person, etc. can be identified in the record.

- The OSHC Coordinator is responsible for getting the parent or guardian to sign the **Incident, Injury, Trauma and Illness Record** as they may wish to discuss the details of the **Incident, Injury, Trauma and Illness Record** with each other.
- All **Incident, Injury, Trauma and Illness Records** should be photocopied, with the original being kept in the child's enrolment files, and archived when the child leaves the OSHC Service. The photocopy is to be given to the school office for filing in the child's school file. A copy may also be given to the parent or guardian.
- In the case of a child who is collected from BEPS OSHC Service by their parents or guardian as a result of illness or injury, or who is administered treatment by a qualified medical practitioner as a result of injury, or who has an injury to the head, face, neck or back, or where the OSHC Coordinator considers the injury to be greater than minor, such cases will be reported to the regulatory authority as required by law, and entered onto CASES for school auditing purposes.

### **Procedures for Dealing with Trauma, Serious Injury or Death**

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If the tragedy of the death or serious injury of a child should occur whilst the child is at BEPS OSHC Service, the OSHC Coordinator will:

- contact the School Principal to advise of the situation and request they notify the Victorian Government Department of Education and Training and arrange for trauma counselling for all those who may need it
- in the event of a child's death, contact the police, who should advise the child's parents or guardian in person and assist them with transport to BEPS OSHC Service premises or hospital.
- contact the families of the other children to advise them of an emergency, and request they arrive to collect their children as soon as they are able. On arrival families will be advised about the circumstances of the child, and will be given information about trauma counselling for their child if needed.
- educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will do all they can to ensure each child's health and wellbeing, and will apply appropriate first aid in response to children's shock reactions if required
- at the end of the day, hold a debriefing session with all educators and provide information about trauma counselling for those educators who feel they need it.

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After a **serious incident** at BEPS OSHC Service:

- The OSHC Coordinator will notify the Victorian Government Department of Education and Training of the death, or injury that results in a child being admitted into hospital, of an enrolled child during a care session, within one working day after the incident occurred.
- All costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardian. BEPS OSHC Service will provide families with information on available insurance cover to insure against these and other incident related costs.
- Incidents that result in death or serious injury to employees must be reported to WorkSafe.
- BEPS OSHC Service maintains a register of incident, illness and trauma, which is accessible to the OSHC Coordinator and OHS Representative for evaluation.
- The OSHC Coordinator and the OHS Officer will be responsible for completing an evaluation of all the **Incident, Injury, Trauma and Illness Records**, which is discussed at staff meetings, and presented monthly to the School Council, through the OSHC Management Sub-Committee.

### Reporting a Serious Incident

The intent of the National Regulations is to ensure that regulatory authorities are notified of incidents that seriously compromise the health, safety or wellbeing of children. The regulatory authority is then able to take appropriate action.

BEPS OSHC Service will notify the Victorian Government Department of Education and Training within 24 hours of becoming aware of a serious incident.

BEPS OSHC Service Coordinator (or person in charge) will complete the **Notification of Serious Incident** form and send it to the Victorian Government Department of Education and Training:

The Victorian Government Department of Education and Training North Western Victoria Regional Office can be contacted at:

Site Address: Level 2, 189 Urquart Street, Coburg VIC 3058  
 Regional Office email: [nwvr@edumail.vic.gov.au](mailto:nwvr@edumail.vic.gov.au)  
 Regulations enquiry email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)  
 Regulations enquiry line: **1300 307 415**  
 Regional Office Phone: **(03) 9488 9400**  
 Website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

**This policy should be read in conjunction with:**

- General Service Information Policy
- Acceptance & Refusal of Authorizations
- Dealing with Medical Conditions & Medications
- Partnerships with Families
- [Record Keeping & Confidentiality Policy](#)

**Sources**

National Health and Medical Research Council 2012, *Staying Healthy in Child care. Preventing infectious diseases in child care (5th edition)*, NHMRC Publications Unit, [http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

National Professional Support Coordinator Alliance (2012) *Getting started with policies for the NQF: Policies in Practice template – Accidents, Emergencies & First Aid*, [www.pscalliance.org.au](http://www.pscalliance.org.au)

John Ambulance, *First Aid Fact Sheets*, [www.stjohn.org.au](http://www.stjohn.org.au)

KidSafe [www.kidsafe.com.au](http://www.kidsafe.com.au) .

<i>Education &amp; Care Services National Law Act 2010 (Vic) – Sections 167(1)(2)(3) &amp; 175(1)</i>
<i>Education &amp; Care Services National Regulations (2011) – Regulations 4, 12, 85, 86, 87, 88, 89, 90, 92, 93, 94, 95, 169(2)(d), 1771, 181 &amp; 183</i>
<i>National Quality Standard for Early Childhood Education and Care &amp; School Age Care (2010) – Standard 41, Elements 2.1.1, 2.1.4, 2.3.2, 2.3.3 &amp; 7.4.5</i>
<i>Information Privacy Act 2000 (Vic) – Management of personal information</i>
<i>A New Tax System Act 2000 (Cwlth) – Family Assistance Administration</i>
<i>Privacy Act 1988 (Cwlth) – National Privacy Principles</i>
<i>Disability Discrimination Act 1992 (Cwlth) – Equal Opportunity for peoples with disabilities</i>
<i>Equal Opportunity Act 2010 (Vic) – Protection against discrimination</i>
<i>Victorian Occupational Health &amp; Safety Act 2004 – Providing a Safe environment</i>
<i>Victorian Child Wellbeing &amp; Safety Act (2005) – Part 2: Principles for Children</i>
<i>Victorian Public Health &amp; Wellbeing Act (2008) – Public Health &amp; Wellbeing Regulations</i>
<i>Victorian Charter of Human Rights &amp; Responsibilities (2011)</i>

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