

## Dealing with Incident, Injury, Trauma,

### Illness and Emergency Care ( Regulation 85)

#### **Purpose**

Early Years @ Phoenix Park (EY@PP) believes that the wellbeing of everyone who uses the service (children, staff, parents, volunteers and visitors) is of paramount importance. We must all work to put preventative and responsive measures in place to keep everybody safe.

#### **Definition**

*Illness* - Disease, ailment or malady.

*Injury* – Harm or damage that is done or sustained

*Incident* –An occurrence or event

*Trauma*-An experience that produces injury or pain

*Emergency Care* – Sudden juncture demanding immediate action.

*SIDS*- Sudden Infant Death Syndrome

#### **Procedures**

#### **Management of Emergency Medical Situations and Serious Accidents that are life threatening and require medical assistance, including cot death (S.I.D.S)**

- Gain the attention of other educators in the centre in anyway that is successful. E.g. yelling, banging on the door.
- Commence First aid. An educator with first aid will carry out all appropriate First Aid assistance to the injured casualty prior to the ambulance arriving.
- Immediately call an ambulance or request someone else to call to attend to an injured child/adult at the service, where they believe necessary, at their sole discretion and at the expense of the parent/guardian or adult.

#### **Communication**

- Other educators to inform Service Managers or person in charge of the centre at that time immediately.
- Inform other educators. Ensure they remain calm (and in control of the situation with other children) to supervise and adequately care for the other children in the service.
- In the instance of a child being injured, manager or otherwise available staff, notify the parent/guardian of any serious medical emergency or accident concerning their child.
- In the case of an adult being injured if possible, ask them if they would like you to call someone or in the case of a staff member contact their emergency contacts.

#### **Emergency Transportation**

- In accordance with Regulations educators can remove a child requiring medical, hospital or ambulance care from the premises without the parent/guardian's consent.
- Where an ambulance is required and the parent/guardian is not present to accompany the child, an educator will accompany the child in the ambulance (i.e. regulatory ratios permitting).

## **Incident Reporting**

- Record relevant information in the accident/injury/illness form for children
- Record relevant information in the injury register for adults.
- Service Manager will report the incident to DEECD and/or to Work Safe Victoria if considered a notifiable incident.
- Early Years @ Phoenix Park will arrange counselling for educators to offer support
- EY@PP will review policy and procedure to determine appropriate changes
- EY@PP will debrief with staff on changes to policy/procedure whilst considering confidentiality

## **General**

### **First Aid**

- EY@PP will ensure that the requirement for first aid qualifications (level 2 first aid, CPR, anaphylaxis, asthma) outlined in the Children's Services Regulations are met at all times.
- A suitably equipped and labelled first aid kit (as recommended by the Department of Education and Early Childhood Development) is maintained at the Centre in a readily accessible position

### **Suspected Illness/injury/disease**

- Educators will inform the service managers if a child or adult is showing signs of injury, trauma or illness.
- Educators will inform the service managers if they have any concerns regarding child's or adult's safety and well-being.
- In consultation with service managers, parent/guardian of a child whom they suspect is displaying likely signs of an illness will be contacted.
- Children are monitored and recorded for any further signs or symptoms
- An unwell child will be kept under comfortable observation, until the parent/ guardian or authorised person collects the child from the service.
- If a child has a temperature of 38 degrees or over the parent will be required to pick them up from the service.

### **Incident Review and assessment**

- Educators will promptly assess and act upon all incident, injury, trauma or illnesses to ensure minimal impact on the child/children involved.
- Where a child requires medical or hospital assistance the Department of Education and Early Childhood Development) is notified within 48 hours
- As per the regulation's information relating to the illness and symptoms shown by the child will be recorded by the educators on the accident/injury/illness sheet for parents/ guardians and service managers to sign.
- In the case of an adult, information will be recorded in the injury register.
- The educators involved will document and complete all events and actions taken as soon as possible.

- Other parent/guardians will be notified of, the occurrence of an infectious disease at the service through a notice on the board near the front door.
- Staff to will be notified through emails or verbally in person.
- If the service managers are not available to the person in charge will be notified.
- Educators will monitor the First Aid Kit and replenished when items used.
- Educators will inform managers if First Aid Kit Materials required to be purchased

### **Parents/guardians will:**

- Give authorisation for an ambulance and/or medical/hospital facility to be sought by the service staff in case of a medical emergency, prior to the child commencing care at the service by signing the enrolment form.
- Be responsible for all costs associated with an ambulance service being called to attend their child at the service, or any medical treatment sought.
- Provide all the information required on the child's enrolment form and ensure updated information is provided to educators as required.
- Notify the service of any special medical treatment required for their child.
- Keep children at home if they are unwell and not likely to cope with the day's activities. This will assist with reducing the risk of spreading infection.
- Children must also stay at home if they have any of the infectious diseases in the Exclusion Table.
- If parents are requested to consult a doctor for their child, a medical clearance certificate stating the child is not infectious or no longer infectious and is well enough to return to group care will be required. This will need to be given to the Service Manager on return to the service
- Follow the Department of health's recommendation surrounding exclusion period of gastro which is exclusion until 48 hours after symptoms cease.

### **Identifying signs and symptoms of illness**

It is important to remember that educators are not health care professionals and are unable to diagnose an illness. However, all educators are to be aware of symptoms which may indicate possible infection or serious medical illness.

- Severe, persistent or prolonged coughing (child goes red or blue in the face, and makes a high-pitched croupy or whooping sound after coughing)
- Breathing trouble
- Yellowish skin or eyes
- Unusual spots or rashes
- Patch of infected skin (crusty skin or discharging yellow area of skin)
- Feverish appearance
- Unusual behaviour (child is cranky or less active than usual, cries more than usual, seems uncomfortable or just seems unwell and unable to participate in the program).
- Frequent scratching of the scalp or skin
- Sore throat or difficulty in swallowing
- Headache, stiff neck
- Loss of appetite

- Temperature over 37.5 degrees
- Rhinorrhoea or Rhinitis (Runny nose that cannot be managed by the child).
- Gastroenteritis symptoms. Children will be required to be excluded from the service for 48Hours after symptoms stop.

#### Educator Illness/Injury/Disease

- An unwell adult will be asked to consult medical advice if unable to work
- If an educator becomes ill whilst on duty, if circumstances allow, try to remain on duty until a reliever is in attendance and/or where there are sufficient staff to allow for correct child/staff ratios.
- Educators who are unwell should not attend the Service. To assist in the smooth running of the Service, educators are required to notify the Service Manager, giving as much notice as possible before the start of their shift, of their expected absence, and its likely duration.
- Educators must notify the Service Manager of contagious illness so that children may be observed for early symptoms. After exposure to contagious illnesses, staff must be aware of the incubation periods and monitor their health.
- Educators will be excluded when they have an infectious disease in line with the recommended periods of exclusion in the School Exclusion table.
- Educators/Staff maybe required to provide a medical clearance certificate. This will need to be given to the Service Manager.

#### Sources:

Education and Care Services National Regulations 2011

Education and Care Services National Law Act 2010

Quality Practices Guide – QIAS

Staying Healthy in Child Care; 5<sup>th</sup> Edition, Australian Government, Canberra.

Dictionary .com

Worksafe.vic.gov.au

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