

CHILDREN'S HEALTH AND SAFETY – EMERGENCY POLICY & PROCEDURE Quality Area 2

PURPOSE

The purpose of this policy is to:

- Ensure a safe environment for the children attending Sorrento Early Learning
- Ensure the appropriate response in the case of accident, illness, injury or trauma

OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where Educators, parents and other adults are committed to the children's education and wellbeing.

BROAD GUIDELINES

Early education and care centres have a legislative responsibility to provide appropriate medical and emergency responses for incidents that may occur whilst children are in their care.

Sorrento Community Centre will ensure that

- all Educators comply with the relevant legislation and regulations including the requirement to hold a current First Aid certificate including Asthma and Anaphylaxis Management.
- plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- all accident and sickness records are retained for as long as required by law
- all serious injuries are reported to the Centre Manager and to the Department of Education and Training

This policy applies to staff, parents/guardians, children, volunteers and students involved with Sorrento Early Learning.

PROCEDURES FOR HANDLING A MINOR MEDICAL SITUATION OR ACCIDENT

The Educator or Team Leader will:

- Ensure that First Aid is given as required.
- Notify the parent/guardian either immediately after the accident, or when they collect their child from the Centre depending on the severity of the accident and the emotional state of the child.
- Record all details, including the treatment given, on the Incident/ Injury/Trauma and Illness Form.
- Ensure that the Parent/Guardian has **sighted and signed** the Incident/ Injury/Trauma and Illness Form within 24 hours of the incident.
- If at the end of a session the involved Educator does not see the parent/s of the child who has an accident and the **Incident/Accident/Injury/Trauma and Illness** form has not been signed, an Educator **MUST telephone** the family to advise them of the incident. Additional reporting is to be recorded on the form and the family member is required to sign the statement when they next return to the Centre.
- Notify Victorian Department of Education and Department of Health and Human Services, giving a short, factual account of the Incident, Injury, Trauma or illness **if a child requires medical attention or if they incur a head injury – bump to the head.** (Team Leader responsibility).

The Incident, Injury, Trauma, Illness Record is to be emailed to South Eastern Regional Office of DET and DHHS (in Frankston). Representatives of the departments will contact the Centre to obtain more specific details if needed.

PROCEDURES FOR HANDLING AN EMERGENCY MEDICAL SITUATION OR ACCIDENT

In the event of an emergency, illness or accident concerning a Child, the Educator or Team Leader:

- Will notify the parents/guardians immediately of **the** medical emergency or accident concerning their child, and make arrangements for the child to be collected from the Centre as soon as possible.
- Will consult with the Educator who holds the most current First Aid Certificate to assess the injury, trauma or illness and administer emergency First Aid
- If the parents/guardians have not arrived and the Educators consider the child needs urgent medical assistance, then an ambulance will be called.
- Where an ambulance is required, and the Parent/Guardian/Emergency Contact is not present to accompany the child, an Educator who is known to the child, should go with the child in the ambulance, assuming the Team Leader has arranged for core staffing to be covered at the Centre.

- The qualified staff member is to remain at the Centre and a relieving staff member or the Centre Manager (the licensee representative) to be called in to assist them.
- As soon as possible, an Educator is to record all necessary information on the Incident/Injury/Illness and Trauma form and have a photocopy available for the treating medical personnel.
- To make every effort to inform the Parents/Guardians/Emergency Contact that an ambulance is on its way to the Centre. If he/she is unable to reach the Centre to meet the ambulance, then they will be asked to meet the ambulance at the hospital (Indicate the expected hospital).
- The Team Leader is to maintain contact with the Parents/Guardians for further information regarding the child's progress and well-being.
- To notify the Department of Education and Training, and the Licensee's representative of the accident within 24 hours.

Legal considerations:

- The Children's Services Regulation 2009, state that, a child who requires urgent medical treatment can be removed from the premises in an ambulance without the Parents/Guardians consent.
- In the event that every reasonable effort has been made to contact the Parent/Guardian or Emergency Contact has failed, and the doctor considers immediate medication, anaesthetic or minor surgery to be necessary, the Parent/Guardian's signature on the enrolment form will give the necessary permission to administer treatment
- Families will accept liability for any medical, dental, or ambulance fees which may be incurred as signed for on the child's enrolment form.

PROCEDURE WHEN ILL CHILDREN ARE SENT TO, OR BECOME ILL, AT THE CENTRE

To reduce the risk of spreading infection, children will not be accepted or will be sent home if they are displaying the symptoms of:

- Gastroenteritis
- Respiratory infection (more than just the common cold).
- Hand, foot and mouth disease (when weeping blisters are present).
- Any of the Infectious diseases listed in the '*Minimum Period of Exclusion from primary schools and children's services for infectious diseases cases and contacts*'. (see Infectious Diseases Policy).

Parents/Guardians/Emergency Contact will be requested by staff to collect their child if the child shows any of the symptoms of the illnesses or Infectious diseases listed above.

- An ill child will be kept comfortable and under observation until the Parent/Guardian or person authorised to collect the child from Centre arrives to collect the child.

- Information relating to the accident/symptoms shown by the child, will be recorded by staff on the **Incident/ Injury/Trauma and Illness form**.
- Staff will notify the Manager or a Licensee representative of any serious illness that requires treatment by a medical practitioner or an admission to hospital.

NB: In the case of a Serious Illness', the Early Learning Team Leader will notify the South Eastern Region DET and DHHS office as soon as practicable and will complete the Incident/Injury/Trauma and Illness Record and forward this to the South Eastern Region DET office as soon as practicable.

RESPONSIBILITIES

The Early Learning Team Leader is responsible for:

- Implementation of the Policy within Sorrento Early Learning
- Rostering at least one staff member with the required first aid qualification on duty whenever children are being cared for or educated at Sorrento Early Learning
- For updating any changes to the policy and presenting to the Board for ratification.
- **Displaying at Sorrento Community Centre the Evacuation Plan and 'Minimum Period of Exclusion from primary schools and children's services for infectious diseases cases and contacts'**. Refer: <https://ideas.health.vic.gov.au/guidelines/school-exclusion-table>

Early Childhood Educators are responsible for

- Day-to-day implementation of the policy
- Practicing the emergency evacuation procedures with the children each term. These will be recorded through the Xplor package, for viewing at any time by the Department of Education and Training.

NB: A NOTICE CONTAINING EMERGENCY CONTACT NUMBERS SHOULD WILL BE DISPLAYED NEXT TO EACH TELEPHONE POINT AT SORRENTO COMMUNITY CENTRE

These numbers to include:

- (a) 000
- (b) Department of Education and Training contacts
- (c) Mandatory reporting phone number
- (d) Poisons Information line
- (e) Local public health unit
- (f) Local Police
- (g) Local CFA
- (h) State Emergency Service
- (i) Other relevant emergency phone numbers
- (j) Address and nearest cross streets of Sorrento Community Centre

NOTIFICATION OF SERIOUS INCIDENTS AND COMPLAINTS

Sorrento Community Centre will **notify the regulatory authority within 24 hours** of any serious incident at the Centre. This includes any serious injury or trauma, or illness of a child which a reasonable person would consider required urgent medical attention from a medical practitioner or for which the child attended, or ought reasonable to have attended, a hospital.

If the attention of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness the incident is a 'serious one' and must be notified.

To decide if an injury, trauma or illness is a 'serious incident' when the child **did not attend a medical practitioner or hospital**, we will consider the following issues:

- (a) Was more than basic first aid needed to manage the injury, trauma or illness?
- (b) Should medical attention have been sought for the child?
- (c) Should the child have attended a hospital or an equivalent facility?

Serious injuries, traumas and illness include:

- Head Injuries
- Epileptic Seizures
- Fractures
- Bronchiolitis
- Burns
- Whooping Cough
- Removal of Fingers
- Measles
- Meningococcal Infection
- Diarrhoea requiring hospitalisation
- Anaphylactic reaction requiring hospitalisation
- Asthma requiring hospitalisation
- Witnessing violence or a frightening event
- Sexual assault

A serious incident also includes:

- The death of a child.
- An incident at the Sorrento Community Centre where the emergency services attended or should have attended.
- A child is missing.
- A child has been taken from Sorrento Community Centre without the authorisations required under the regulations.
- A child is mistakenly locked in or out of Sorrento Community Centre

If Sorrento Community Centre **only becomes aware that the incident was serious afterwards**, the regulatory authority must be notified within 24 hours of becoming aware that the incident was serious.

The Early Learning Team Leader will also notify the regulatory authority in writing if:

- Within 24 hours of any complaints alleging that the safety, health or wellbeing of a child is being compromised at Sorrento Early Learning or
- Within 7 days of any circumstances arising at Sorrento Early Learning that pose a risk to the health, safety and wellbeing of a child.
- Within 24 hours of the attendance of any children being educated and cared for in an emergency.

This includes where the child needs protection under a child protection order or the parent of the child needs urgent health care. The emergency care can be for no more than two consecutive days that Sorrento Community Centre operates.

We will advise the regulatory authority what the emergency is and make a statement that the approved provider has taken into account the safety, health and wellbeing of all the children attending Sorrento Community Centre before deciding to accept the additional child/children.

WORK, HEALTH AND SAFETY REQUIREMENTS

Serious injury or illness is a “notifiable incident” under the work, health and safety legislation.

Serious injury or illness means a person requires:

- Immediate treatment as an in-patient in a hospital, Or
- Immediate treatment for:
 - a. the amputation of any part of the body
 - b. a serious head injury
 - c. a serious eye injury
 - d. a serious burn
 - e. the separation of skin from an underlying tissue (such as de-gloving or scalping)
 - f. a spinal injury
 - g. the loss of a bodily function
 - h. serious lacerations or
 - i. Medical treatment within 48 hours of exposure to a substance.

A serious illness includes any infection to which the carrying out of work is a significant contributing factor, for example an infection that can be linked to providing treatment to a person or coming into contact with human blood or body substances.

A dangerous incident is also notifiable under the legislation.

Dangerous incidents include:

- i. An uncontrolled escape, spillage or leakage of a substance.
- ii. An uncontrolled implosion, explosion or fire.
- iii. An uncontrolled escape of gas or steam.
- iv. An uncontrolled escape of a pressurised substance.
- v. Electric shock

- vi. The fall or release from a height of any plant, substance or thing.
- vii. The collapse or partial collapse of a structure.
- viii. The collapse or failure of an excavation or of any shoring supporting an excavation.
- x. The inrush of water, mud or gas.

The Approved Provider or Nominated Supervisor must notify WorkCover by telephone or in writing (including by facsimile or email) as soon as possible after the injury, illness or incident. **Records of the incident must be kept for at least 5 years from the date that the incident is notified.**

The Approved Provider/Nominated Supervisor must **ensure the site where the incident occurred is left undisturbed** as much as possible until an inspector arrives or as directed by WorkCover.

For details regarding any Emergency or Evacuation: Please refer to the Sorrento Early Learning Emergency Management Plan.

Resources available:

- Children's Services Regulations 2009
- Children's Services Act 1996.-Occupational Health and Safety Act 1985.
- Occupational Health and Safety Act 1985.
- Department of Education and Training
- Public Health and Wellbeing Regulations 2009
- QA2 2.3.3

Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: 2022

Next Review Date: