Accidents, Injuries and Death

The Centre and its staff team strive to prevent accidents whether to children or staff, however, should an accident occur, the staff will take appropriate action according to the Centre’s policies.

Each child has their own Accident, illness and Injury register which is kept in the administration folder in their room.

When determining whether an accident or injury to a child needs to be recorded, staff use the following points as a guide:

- will record any injury that leaves a mark e.g. bite, bump etc
- will record details of any accident that causes the child to experience distress
- will record details of any accident or injury involving the head whether or not the points listed above apply

Procedure for Reporting Simple First Aid

If simple first aid has been administered to a child at the centre the following procedure will be followed:

The caregiver in attendance must record the following details on an accident report form:

1. Date
2. Time injury occurred
3. Details of how the injury occurred
4. Location of injury on the child
5. Action taken
6. Caregiver’s signature

The person collecting the child will be asked to sign the report. The parent may be given a photocopy of the report upon request.

If any further information is required about the accident, the staff on duty will provide this.
Procedure in the Event of a Minor Injury

A staff member is responsible for insuring that these procedures are followed:

- Attend to the injury
- If necessary, contact either parent or emergency contact person and ask them to come and collect the child. For example if a suspected broken arm, cut needing stitches.

If unable to contact parents or emergency contact person, the Centre will call SA Ambulance Service and explain the situation. The Ambulance Officer and the Staff member will decide over the telephone on what course of action is to be taken. There are two options:

1. In the first instance, an Ambulance will be sent to attend, assess the situation and decide the next course of action, that being either:

   To transport the injured person to the local hospital. A written accident report and the child's medical details must also be taken. In the Director’s absence a qualified staff member will arrange the same.

   **OR**

2. In the second instance, the Director will arrange for two suitable staff to take the child to the local doctor’s surgery at Two Wells in a staff member’s car or in a taxi. The doctor’s surgery is to be called first to ascertain if the child can be seen.

   **Heritage Medical centre**
   Phone: 8520 2411
   Address: 32 Old Mallala Rd (only open until 1pm)
   Two Wells SA 5501

   **Two Wells Heritage Medical Centre**
   Phone: 85202220
   Address: Two Wells Main Street
   Two Wells

   **AFTER HOURS GP HELPLINE**: PH 1800022222

If the child cannot be seen locally, they are to be driven to the nearest hospital after the hospital has been notified.

The Director or a qualified staff member will provide a written accident report and the child’s medical history is to be taken with the child.

**Meanwhile, a nominated staff member will continue to try and contact a parent or emergency contact person to inform them of the child’s condition, the situation and suggest the necessary action to be taken. Also arrange for relief staff if needed.**

If the child needs to stay in hospital one staff member will stay with the child until a parent or emergency contact person arrives, keeping the Centre informed of the situation and the other staff member will return to the Centre reporting any up-dated information.
• The caregiver in attendance must record the following details on a Child Accident Report sheet for the Centre's record:

1. Date
2. Time injury occurred
3. Details of how injury occurred
4. Location of injury on the child
5. Action taken
6. Caregiver's signature

• The person collecting the child will be asked to sign the original copy of the report, which is retained in the child’s personal file. The parent can be given a photocopy of the report on request.

Procedure in the Event of a Serious Injury

In the event of a serious injury (semi-conscious, bad head injury, undiagnosed asthma attack, anaphylaxis reaction) to a child or an adult on the premises of the Centre, the following emergency procedures will be taken:

1. The Director or qualified staff member will be responsible for and ensure that these procedures are carried out.
2. Delegate a responsible staff member is to administer emergency procedures until ambulance personnel arrive.
3. Delegate a responsible staff member to supervise and support the staff in order that the Centre may continue to function satisfactorily.
4. Telephone 000 and ask for an ambulance immediately and state:

   SOUTH AUSTRALIA
   Two Wells Community Children’s Centre
   27a Gawler Road
   Two Wells (Telephone No. 8520 2358)

   AND give full details of circumstances of the injury

5. Assign a staff member to assist the ambulance officer with the child's/adults file and go in the ambulance if necessary.
6. Contact the most available parent/guardian of the child or one of the emergency contact people/next of kin of the adult.

   IT IS ESSENTIAL THAT AT LEAST ONE PARENT/GUARDIAN OR NEXT OF KIN IS ADVISED OF THE CIRCUMSTANCES AS SOON AS POSSIBLE.

   Arrange for a relief staff to replace the staff member who accompanies the child in the ambulance.

7. Notify the Director, if the Director is not at the Centre.
8. Notify a member of the Governing Council. (Chairperson if possible)
9. Notify the Regulatory Authority within 24 hours of any serious incident, injury or trauma or if an emergency service was called for a child. This can be entered on the IRMS system or by calling 1800882413
10. Keep an accurate written record of all procedures taken.
Procedure in the Event of Death in the Centre

In the event of a child or adult death occurring on the premises, be it accidental or as a result of Sudden Infant Death Syndrome, the following emergency procedure will be taken:

1. The Director or qualified staff member in charge of the Centre at the time will be responsible for, and ensure that these procedures are carried out.
2. Delegate a responsible staff member to administer emergency procedures until ambulance personnel arrive.
3. Delegate a responsible staff member to supervise and support staff the staff in order that the Centre may continue to function satisfactorily.
4. Telephone 000 and ask for an ambulance immediately and state:

   SOUTH AUSTRALIA
   Two Wells Children's Centre
   27a Gawler Road
   Two Wells (Telephone No. 8520 2358)

   AND give full details of circumstances of the injury

5. Full details of circumstances of death
6. The contact person at the Centre (this would usually be the person making the report).
7. Telephone for Police Attendance – 131444 – report circumstances and request that a police officer is sent to the Centre to take a full report of the incident.
8. When the Police arrive, the Director or nominated qualified staff member will provide details of the parent/guardian so that the Police may go and report the incident to the most available parent/guardian of the child or the next of kin of the adult, be it to the home, place of employment or college.
9. IT IS ESSENTIAL THAT AT LEAST ONE PARENT/GUARDIAN IS ADVISED AS SOON AS POSSIBLE AFTER THE EVENT AND THAT IT NOT BE DONE ON THE TELEPHONE. THE DIRECTOR, OR IN HER ABSENCE TEAM LEADER OR QUALIFIED STAFF MEMBER SHOULD ACCOMPANY THE POLICE TO ADVISE THE PARENTS.
10. If necessary, accompany the parent/guardian to the Centre or the hospital, giving as much support as possible.
11. Arrange relief staff to replace any staff member whom may have left the Centre.
12. Notify the Director, if not at the Centre.
13. Notify a member of the Governing Council Immediately. (Chairperson if possible)
14. Notify the Regulatory Authority within 24 hours via phone. 1800882413

Ensure that accurate written records of all procedures and details are made.
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<tr>
<th><strong>Governing Council</strong> Member’s Signature:</th>
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<td><strong>Director’s Signature:</strong></td>
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*Two Wells Community Children’s Centre’s Common Seal*

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<th><strong>Date Reviewed:</strong></th>
<th>November 2013</th>
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<td><strong>Next Review Due:</strong></td>
<td>June 2015</td>
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<td>IRMS DECD reporting system <a href="http://www.decd.sa.edu.au">www.decd.sa.edu.au</a></td>
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