



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Outside School Hours Care – Child Accident / Injury Policy

RATIONALE

The need to deal quickly and effectively with any situation within which a child experiences accident, injury, trauma or illness.

AIM

To ensure program staff have a clear procedure in dealing with a child experiencing an accident, injury or illness.

IMPLEMENTATION

These procedures apply to program staff and parents.

- In the event of accident, injury, trauma or illness, program staff must first look after themselves, e.g. wear disposable gloves, make sure the area is safe, etc.
- Staff will then look after the child.
- In the case of **minor injury**, apply appropriate first aid. Seat the child in a quiet area away from other children or remove the other children from the area.
- Monitor and supervise the child at all times.
- If the child recovers and is able to return to play, continue to monitor them throughout the session of care for any possible signs of deterioration.
- Contact the parent/guardian to inform them of the incident and re-assure them.
- If the child appears to be suffering from **illness**, program staff must apply appropriate first aid and contact the parent/guardian for immediate pick up of the child.
- If the parent/guardian is unable to pick up the child they must arrange for an authorised person to pick the child up as soon as possible. Please see Infectious Disease Policy, for exclusion periods.
- In the case of **major injury, trauma or illness**, program staff must apply appropriate first aid and contact the parent/guardian for immediate pick up of the child.
- If required, call an ambulance.
- Stay with the child at all times to monitor their signs and symptoms. Program staff are responsible for the child until the parent/guardian, other authorised person or paramedics arrive and take over care.
- If necessary, program staff will travel with the child in the ambulance.
- Contact the school Principal to report the incident and request further staff assistance if it is required.
- Complete a serious incident notification report. This must be signed by the parent/guardian.
- Serious incidents will be reported to DE&T, 8765 5787 within 24 hours. If medical treatment was sought after the child left the program, this must also be reported.
- All medical expenses incurred, including ambulance costs, are the responsibility of the parent/guardian.
- In the event that accident, injury or trauma to a child results in trauma or stress for the program staff, staff can contact the team leader for further assistance.
- All staff are to undertake the following First Aid training requirements:
 - Annual – CPR, Use of EpiPen, Emergency Asthma First Aid
 - Every three years – First Aid Workplace Level 2, Anaphylaxis Management Training

REFERENCES

Outside School Hours National Standards, 2.1, 2.8


EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....


School Council President

Signed.....


Principal