

Incident, Injury, Trauma and Illness (Administration of First Aid and Dealing with Infectious Diseases) Policy

NQS

QA2	2.1.1	Wellbeing and comfort – Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
	2.1.2	Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QA5	5.1.1	Positive educator to child interactions – Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
	5.1.2	Dignity and rights of the child – The dignity and rights of every child are maintained.

QA6	6.1.2	Parent views are respected – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
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QA7	7.1.2	Management systems – Systems are in place to manage risks and enable the effective management and operation of a quality service.
	7.2.1	Continuous improvement – There is an effective self-assessment and quality improvement process in place.

National Regulations

Regs	85	Incident, injury, trauma and illness policies and procedures
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EYLF

LO1	Children feel safe, secure and supported
LO3	Children become strong in their physical learning and wellbeing

Aim

This policy is the guide to children's health issues, it informs parents how we can work together to maintain our children's health. We follow the guidelines from a book sent to us by the Department of Communities called "*Staying Healthy in Childcare, preventing infectious diseases in childcare*". This is kept in the sign-in desk of the Van Gogh and Renoir room's and in the medication box in the Monet room. We use the book for the exclusion of some children and staff. Parents are welcome to have a look at it at any time. Please leave it on the premises.

Related Documents

Educators Supervision Policy

Health and Safety Policy and Procedures

Medical Conditions Policy and Procedures

Hygiene and Safety Policy

Implementation

First aid kits

We have a First Aid box in each room, a main one in the office in the marked drawer and one outside near the carpentry table. If the staff know we are running out of any First Aid supplies, please let the director know. Staff needs to fill in the inventory which is in the First Aid box in the office and leave it on the office desk.

Policy on administering first aid

All staff hold a current first aid/CPR and anaphylactic training certificate or are in the processing of updating their training.

Bringing a child's temperature down

Staff to take the child's temperature and any temperature must always be documented. Let the parent/guardian know their child is unwell and that they need to come and pick up their child. Remove the child's clothing and sponge with Lukewarm water, don't let the child shiver. To prevent dehydration, encourage the child to drink water. Don't leave the child unattended. Fill in an Accident/Illness/Trauma report for the parents.

Temperature ranges

36.5°C - 37°C	Normal
37.1°C - 37.5°C	Needs Monitoring
37.6°C - 37.9°C	Needs action to reduce the temperature and continue monitoring (call parents).
38°C or above	Needs quick action to reduce the temperature.

Head lice policy

Children with head lice will be excluded from close contact with other children until parents/guardians have picked up their child. Once treatment has been effective, they are welcome to come back. Please check your children's head regularly.

Tick bite

Notify the parent/guardian to pick up child. Fill in Accident/Illness/Trauma report and monitor until child is picked up.

Accident/Illness/Trauma report (process to notify families about this whilst in our centre)

Accident/Illness/Trauma reports are confidential. These forms are used if a child injures him/herself or feels sick (fever) on the premises or have somehow been affected by trauma, e.g., saw a child hurt themselves. Staff will make a record in the above report; the report must be filled in with as much detail as possible, including child and educator's full names. This will be given to the parents or guardian on their arrival or folded in half with the child's name on it and placed in the child's room pocket. All relevant parties are to sign the form and it is to be left on the premises. Parents may have a photocopy of the form if they ask. If a child is sick or has an injury requiring the child to go home ASAP, families will be notified, they will be separated from the other children and made comfortable within the view of the staff, we will ask the parent or guardian to come as quickly as possible to collect their unwell/injured child.

Infectious diseases and sickness policy

Sickness and infectious diseases can spread rapidly in a centre if the right precautions are not taken. If your child is sick, or has an infectious disease, please keep them away from the centre. Please notify the centre and we will see if any other children have similar symptoms. This will be helpful to the centre as well as to your doctor. If your child has been ill during the night before attendance at the centre, please advise the educators. In the case of minor ailments, parents are asked to use discretion about whether a child is fit to attend the centre.

Centre guidelines for the exclusion of ill children and staff

The following symptoms could alert you, or the educators, to the fact that your child could be unwell. Please consider whether you would like to work with the same symptoms:

- Unusual spots, blisters, or rashes
- Unusual behaviours (the child is less active than usual, cries more than usual, feels general discomfort, or just seems unwell)
- Feverish appearance
- Conjunctivitis (tears, redness of eyelid lining, irritation) followed by swelling and discharge
- Breathing trouble
- Mucous discharge from the nose (thick, green, or bloody)
- Diarrhoea – increase in the frequency, runniness, or volume of the faeces.
- Vomiting or loss of appetite
- Sore throat or trouble swallowing
- Severe persistent or prolonged coughing (child goes red or blue in the face after she/he coughs)
- Frequent scratching of the scalp or skin
- Headache, stiff neck
- Unusually dark, tea coloured urine
- Grey or very pale faeces
- Herpes Simplex Type 1 (cold sores or fever blisters)
- Broken skin areas (fresh unhealed or burns) must be covered with a waterproof adhesive dressing
- School sores, weepy sores

If your child has symptoms, please keep them away from the centre and consult your doctor. The early childhood educators have the right to request for the child to be kept at home if he/she has a transmissible health problem. Please inform the centre and we will put up a sign on the entrance gate alerting other parents of the condition. We also have an infectious and notifiable Diseases book that we use to notify the health department of any transmittable diseases, this is kept in the office. Staff will also follow the same guidelines for staying at home.

Procedure for dealing with a serious accident or health related emergency, including infectious diseases

If a child falls sick in our care, early childhood educators will call you or your nominee, to come as soon as possible to collect your unwell/or injured child. We will make your child as comfortable as we possibly can while in our care. For minor illness/accidents/trauma, the symptoms will be recorded on the Accident/Illness/Trauma form and parents will be informed when they arrive. For more serious illnesses or accidents, if parents or contact persons cannot be contacted the director/nominated supervisor and educator will decide whether to gain immediate medical attention by calling an ambulance. Some diseases require a medical certificate before the child can return to the centre. Some of these diseases are chicken pox, measles, diphtheria, hepatitis A, polio tuberculosis, typhoid, and paratyphoid.

Procedure for notifying families of cases of infectious illness in the centre

Notification of any infectious disease will be put in writing on the double gates or the sign-in sheets of each room. In some cases, we will email you regarding the infectious illness.

Head injury guide and procedures

All head injuries parents must be notified ASAP. Give First Aid to a person who has head trauma. **Call 000 if any** of the following signs or symptoms may indicate a serious head injury:

- Severe head or facial bleeding
- Vomiting
- Headache
- Change in consciousness for more than a few seconds
- Black-and-blue discoloration below the eyes or behind the ears
- Not breathing
- Confusion
- Bleeding or fluid leakage from the nose or ears
- Loss of balance
- Weakness or an inability to use an arm or leg
- Unequal pupil size
- Slurred speech
- Seizures
- Persistent crying
- Refusal to eat
- Agitation

Treatment for mild head injuries

If it is a small bump/graze and you saw it happen, the child is not upset. Please treat with the centre First Aid. Applying a cold pack to the area and monitor, do not let child have a sleep.

Notifying ACEQUA ASAP for serious incident

Notify them via the form system for serious incident. Contact the director straight away for any Incident involving serious injury or trauma to a child which required urgent medical attention from a registered medical practitioner, or if the child attended a hospital, or death.

Examples

- ◆ A broken limb.
- ◆ Severe asthma attack, seizure or anaphylaxis reaction.
- ◆ Any emergency for which emergency services attended.

- ◆ Appears to be missing or cannot be accounted for.
- ◆ Appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
- ◆ Is mistakenly locked in or locked out of the education and care service premises.

Administer the following first-aid steps while waiting for emergency medical help to arrive

- **Keep the person still.** The injured person should lie down with the head and shoulders slightly elevated. Don't move the person unless necessary and avoid moving the person's neck. If the person is wearing a helmet, do not remove it.
- **Stop any bleeding.** Apply firm pressure to the wound with sterile gauze or a clean cloth. But don't apply direct pressure to the wound if you suspect a skull fracture.
- **Watch for changes in breathing and alertness.** If the person shows no signs of circulation - no breathing, coughing or movement - begin CPR.

Health forms used within the centre

- Staff and children's Immunisation record
- Confidential medication form
- Accident/Illness/Trauma form
- Enrolment form has the immunisation details, allergies etc.
- Authorisation to display a child's medical form
- Risk Minimisation form

All these forms are fully confidential. The only persons permitted to see this information are the parents or legal guardians, centre educators, and the licensing body.

Sources

National Quality Standard

Education and Care Services National Regulations (Queensland)

Early Years Learning Framework

Queensland Health

Red Nose Australia

Staying healthy: Preventing infectious diseases in early childhood education and care services

Review

This policy will be reviewed annually by:

- Director
- Employees
- Families
- Interested Parties

Last reviewed: October 2023

Date for next review: November 2024