

## ACCIDENT, EMERGENCY, FIRST AID AND FIRE POLICY

Incidents and Emergencies situations in early education and care services may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Glenelg CCCC polices and procedures support us to have systems in place to manage incidents and emergencies effectively. Ensuring that educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children’s coping mechanisms and resilience.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
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, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
168	Education and Care Services must have policies and procedures

### PURPOSE

Our Service has a duty of care to maintain the safety and wellbeing of each child, educator, and all persons using or visiting the Service during an emergency, incident, accident or evacuation situation. Trained staff will apply appropriate first aid and or CPR where applicable in the event of an incident or accident. We are committed to identifying risks and potential hazards of emergency and evacuation/lockdown situations by conducting thorough risk assessments on an annual basis and continually planning for further risk minimisation and improvement to our policy and procedures.

### SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

### IMPLEMENTATION

### EMERGENCIES

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Service’s premises. Emergency situations may pose a

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risk to an individual's health and safety. It is important that at GCCCC we identify potential emergencies that may be specific to their location and environment.

**To ensure compliance with Education and Early Childhood Services Registration and Standards Act 2011 (SA) & Education and Care Services National Law (South Australia), our Service will ensure that:**

- the Nominated Supervisor will conduct a risk assessment to identify potential emergencies that are relevant to the Service annually
- emergency evacuation plans and procedures are displayed in prominent positions near each exit at the Service premises including both the indoor and outdoor learning areas.
- the plan includes a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations within the Service
- all staff are familiar with emergency evacuation procedures and regulatory requirements
- all staff are aware of emergency evacuation points
- emergency evacuation rehearsals (drills) will be practiced and reviewed at a minimum every three months by the responsible person, all staff members, volunteers, and children present on the day
- all staff are aware of their roles and responsibilities in event of an emergency situation (this will be part of the induction for new staff.
- each drill will be documented and reflected on for possible improvements to our procedure and reviewed on an annual basis. Where any changes are required immediately the Nominated Supervisors will ensure these changes are made.
- our emergency telephone list (located next to the telephone or labels on the phone handset) includes the numbers for:
  - Local fire station Camden park – 8204 3841 or 000
  - Poison information centre 13 11 26
  - Police 000 or Glenelg Police station 8295 2136
  - Ambulance 000 or 1300 136 272
  - State emergency services 132 500

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground
- Fire in the surrounding area where the Service may be in danger. If you are unsure how close the fire is contact your local fire station.
- Flood (call State Emergency Service)
- Natural disasters such as floods, Cyclone, severe storm or dust storm
- Intruder animal or human
- Terrorist threat, bomb threat or involvement of firearms/weapons
- Power failure or electrocution (contact SA power networks)
- Structural damage
- Burglary
- Missing child

Other circumstances may include:

- gas explosion, traffic accident, or any event which could render the building unsafe (eg: earthquake)

**PROCEDURE**

Our Service will maintain an up-to-date register of emergency telephone numbers for children which is assessable on the xplor/playground educators App on the iPad. In event of leaving the centre the responsible person will bring their phone to connect to the internet to access children's emergency contact numbers.

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- Emergency telephone numbers will be displayed on each phone in each room and the office.
- National Regulations state that Evacuation and lockdown drills rehearsals are to be practiced at a minimum every 3 months
- We will abide by the National Quality Standard (NQS) which requires services to practice **incidents and emergencies**.
- Spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- A record of each drill of emergency procedure will be made on Emergency Evacuation rehearsal records.
- Each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record*.
- After reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan (QIP).
- In the event of limited Educators (e.g. early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a Responsible Person being on the premises at all times to take responsibility and delegate duties).
- The Nominated Supervisor is responsible for ensuring all educators, including casual/relief educators and staff members, are familiar with our Emergency Evacuation Policy and procedure.

Important: The notification of a serious incident to a regulatory authority (within 24 hours) is required when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

## FIRE

The service will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.

- Smoke detectors are to be fitted in accordance with the manufacturer's instructions and are placed to provide adequate warning of smoke and so that educators/staff will hear the alarm from anywhere within the education and care premises. Glenelg CCCC ensures that these devices are maintained in working order with regular servicing and reviews from a professional. Records kept in WHS Folder in office.
- All fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the Service are inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851: *Maintenance of Fire Protection Systems and Equipment*. These records are kept in our WHS folder located in the office.
- As part of the maintenance and inspection from our authorised company the Extinguishers are emptied, pressure tested, and refilled every five years. Records in WHS folder in office.
- All tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing are filed in the WHS folder
- Educators/staff will be instructed in the operation of fire extinguishers by authorised trainers.
- Educators/staff will only attempt to extinguish fires when all of the following is assured:
  - there is no danger to the person who will operate the extinguisher;
  - the children have been evacuated from the room;
  - the fire is very small and manageable

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- the operator is well trained and confident in the use of the extinguisher. When the emergency services arrive the nominated supervisor or educator/staff member will inform the officer in charge of the nature and location of the emergency and of any missing children or educators/staff.

No-one will re-enter the building until advised it is safe to do so by the officer in charge.

## **ACCIDENTS**

*Important note: Where a child requires immediate medical attention, an ambulance will be contacted as the first priority. Parents will be contacted once an ambulance is enroute or has arrived, depending on the call with the ambulance. If the staff are required to monitor the child and speak with ambulance staff, there may be a delay in contacting parents.*

- Parents/Guardians are required to provide written authority (included in the enrolment form) for educators/staff of the service to seek medical attention for their child if required.
- When an accident occurs at the service, educators who are qualified in first aid will follow the service's Accident Plan this includes
  - assessing the injury, reporting to the nominated supervisor/responsible person, the nominated supervisor will determine if an ambulance should be called; if an ambulance is not needed, then the parent/guardian should be called to collect the child to seek medical advice;
  - In the instance that the parent/guardian is unable to collect the child within a reasonable time period (depending on the nature of the injury), contact the child's emergency contact, failing this call an ambulance if the child requires medical assistance.
  - at no time will anyone take the injured child to the doctors/hospital in their personal transport.
  - attend to the injured child and apply first aid;
  - check if anyone has come into contact with the injured child's blood or body fluids. If they have,
  - people must wash any contaminated areas in warm soapy water;
  - clean up the spill using disposable gloves if bleeding involved;
  - seek medical attention where there is the risk of transmission from blood exposure
  - contact the parent/guardian (depending on the nature of the injury).

If the parent/guardian is not contacted at the time of the accident they will be informed about the incident via the Xplor App and when they arrive to collect their child; write full details about the incident and the treatment given on the Xplor App using the Accident/Illness/Trauma Report Form, and require the parent to electronically sign this form to confirm their notification of the incident.

When a serious accident which requires more than simple first aid treatment, occurs at the service an educator who is qualified in first aid and CPR will:

- assess the injury and report to the nominated supervisor/responsible person. The nominated supervisor will determine if an ambulance should be called;
- provide the child's medical record for the ambulance officer;
- discuss with the nominated supervisor/responsible person which educator will accompany the child in the ambulance;
- ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with;
- complete a full report of the accident detailing the incident and the action taken, on an Accident/Illness/Trauma Report Form and require the parent/guardian to sign the form to confirm their notification of the incident.

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The nominated supervisor/responsible person /educator will contact the child's parents/ guardians or emergency contact person to advise them of the incident and where they may meet their child from the ambulance. Every effort will be made not to panic the parent/guardian at this stage.

The nominated supervisor/coordinator will arrange for emergency relief educators to attend the service so that an educator can accompany the injured child in the ambulance. The remaining children will be kept together, depending on ratio rooms will merge or Director/Assistant director will come onto the floor to maintain ratio until the emergency relief educator has arrived at the service.

The nominated supervisor/coordinator will contact the approved provider to inform them of the incident and steps taken.

## **DEATH OR SERIOUS INJURY**

Death or serious injury of a child has occurred whilst the child is at the education and care service, the nominated supervisor/responsible person will:

- contact the approved provider to advise them of the situation and request they notify the regulatory authority and arrange for trauma counselling for all those who may need it;
- in the event of a child's death, contact the police, who should advise the child's parents/guardians in person and assist them with transport to the service or hospital;
- contact the parents/guardians of the other children to advise them of an emergency, and request they arrive to collect their children as soon as they are able.
- On arrival parents will be advised about the death, or serious injury of the child (that isn't their child) and will be given information about trauma counselling for their child if needed;
- Within 24 hours of the death, or serious injury of the child, hold a debriefing session with all educators/staff and provide information about trauma counselling for those educators/staff who feel they need it.
- 24 hours report to the regulatory authority

After a serious incident at the service, educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will do all they can to ensure each child's health and wellbeing and will apply appropriate first aid in response to children's shock reactions.

The nominated supervisor/coordinator will notify the service's insurers and also provide them with a copy of the Accident/Illness/Trauma Report Form.

*The approved provider/nominated supervisor will notify the regulatory authority of the death, or injury that results in a child being admitted into hospital, of an enrolled child during a care session, within one working day after the incident occurred.*

All costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians. The service will provide parents/guardians with information on available insurance cover to insure against these and other accident related costs.

Accidents which result in death or serious injury to employees must be reported to Safe Work SA. Regulations require the Approved Provider or Nominated Supervisor to notify Regulatory Authorities within 24 hours of any serious incident at the Service.

## **TRAINING AND FIRST AID KIT**

All educators will hold a current approved first aid qualification that is appropriate in the education and care of children setting while on duty at the service and at all times when children are present on the premises.

The First Aid training that all staff have attended which includes the anaphylaxis and emergency asthma management training therefore there will always be a staff member on duty at the service at all times children are on the premises.

At least one fully equipped and properly maintained first aid kit will be kept at the service in a cupboard which is out of reach of children but easily accessed by educators. Located in the staff room.

The first aid box must also comply with applicable occupational safety and health legislation.

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# Gleneig Community Child Care centre

A cold pack will be kept in staff room freezer (3) for treatment of bruises and sprains.

A first aid audit will be conducted every six months and all first aid kits will be checked regularly to ensure they are fully stocked and that all medications are within the expiry date.

First aid will only be administered by qualified first aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.

The approved provider will ensure that adequate funds are allocated in each annual budget to ensure that educator's first aid qualifications and emergency asthma and anaphylaxis management training are updated as required.

## SOUTH AUSTRALIA (SA)

- Country Fire Service: [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
- South Australia Police: [www.police.sa.gov.au](http://www.police.sa.gov.au)
- South Australian State Emergency Service: [www.ses.sa.gov.au](http://www.ses.sa.gov.au)

## SOURCE

Australian Children's Education & Care Quality Authority. (2014). Australian Government – Emergency Services:

<http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

Children's Services Central. (2012). *Managing emergency situations in education and care services*. PSC National Alliance:

<https://www.echr.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8>

Early Childhood Australia Code of Ethics. (2016).

Fire Protection Association Australia: [www.fpa.com.au/](http://www.fpa.com.au/)

Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework (2020)

Revised National Quality Standard. (2018).

*Work Health and Safety Act 2011.*

First Aid Kits information – St John <https://www.stjohn.org.au>

**Approved by the Management Committee on:**

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## REVIEW AND CHANGES

Reviewed July 2024 – No changes required

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