



INCIDENTS, INJURY, Trauma and ILLness POLICY

POLICY STATEMENT

In keeping with its core commitment to the development and well-being of children and the Rights of the Child, Kooloora Vacation Care will act at all times to ensure children's safety and protection. The Centre values its staff and will support their active contribution to achieving this goal.

INCIDENTS, INJURY, Trauma and ILLness PROCEDURES

FIRST AID

- First aid skills are essential for the effective management of injuries / illnesses that occur at the centre. All staff must be qualified to administer first aid as a requirement of employment and keep it current.
- A first aid kit must be maintained in effective order on the premises in a position that is inaccessible to children but readily accessible and recognisable to carers in an emergency. Upkeep of the first aid kit is essential and a checklist is completed each vacation care program to ensure it is up to date and full.

SICK CHILDREN

If a child becomes unwell whilst at the program, appropriate care must be provided:

- Provide the child a quiet area to rest in
- implement appropriate infection control procedures and
- organise to have the child collected from the centre as soon as possible.

ACCIDENTS/INJURED CHILDREN

Children must be provided with first aid for any injury they might sustain while involved in centre activities. The injury and treatment provided must be recorded on the appropriate form, and the parent informed.

Minor Accident

- assist the injured
- administer appropriate first aid
- advise the parent or guardian.
- Incident documented
- A copy of this report can be provided to the parent on request.

If the situation requires further medical treatment, a staff member will contact the parent and an appropriate medical service. The Staff that witnesses the event will record the details as follows:

- Name of child
- Date and time of the injury
- A brief description
- Where the accident occurred
- Who was involved
- The staff present at the time and other witnesses
- What injuries resulted
- Where and what first aid was administered
- Who administered the first aid
- Further treatment required
- If the parents informed immediately and who informed them
- Signatures of staff present and coordinator present
- A drawn diagram of the area of injury on the child's body
- Notes on the action taken
- Any additional notes taken

Major Accident

- If urgent medical/ dental attention is necessary either due to the child becoming unwell or injured, an ambulance should be called though 000.
- 1 staff member should accompany the child and the family contacted ASAP.
- A staff member will inform the parents to meet them at the hospital.
- All accidents must be recorded and dated by the staff member who witnessed the accidents or treated the child or staff member.

CONSIDERATIONS:

Education and Care Services National Regulations (NSW)	Sources
85 Incident, injury, trauma and illness policies and procedures	National Health and Medical Research Council's publication-Staying Healthy in Child Care Preventing Infectious Diseases un child care- 4 th edition
86 Notification to parents of incident, injury, trauma and illness	www.nhmrc.gov.au
87 Incident, injury, trauma and illness record	

88 Infectious Diseases 89 First Aid Kits 136 First Aid qualifications	
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TO BE REVIEWED: JANUARY 2026

SIGNED:

Nicole Anathoon