

## 4.0 First Aid, Incident, Injury, Trauma and Illness Procedures Policy

### Policy Rationale

MakerDojo aims to ensure the wellbeing of all children and staff. As such, it is imperative that injuries and illnesses are avoided by careful planning and incidents are responded to appropriately and swiftly.

### Procedures

On enrolment with MakerDojo, parents/guardians grant permission for the Dojo Sensei (Responsible Person), or in absence of the Dojo Sensei (Responsible Person), a Sensei (General Staff Member qualified in first aid) to:

- Seek medical attention as required
- Administer medication as directed by a medical practitioner
- Report any illness or injury as required by law.

Parents/guardians must provide complete medical information during online enrolment. Any medical condition requiring medical intervention or administration of medication during a MakerDojo program must provide all information and medication prior to their child/ren participating in a MakerDojo program.

The Master Sensei (Nominated Supervisor) and/or the Dojo Sensei (Responsible Person) will possess a current First-Aid qualification, including CPR qualification, anaphylaxis management and emergency asthma management training as required by the Education and Care Services National Regulations 2012, and will be in attendance at every MakerDojo location.

The Dojo Sensei (Responsible Person) must ensure the First Aid Kit is available to staff members at all times. An inventory will be conducted prior to each holiday period to ensure the First Aid Kit is fully equipped and all equipment is within expiry.

When administering First Aid, staff members must wear disposable gloves, which are disposed of immediately after use, in a way that they are reasonably secure from children and others.

Only staff members who have a current First Aid Certificate can administer any form of First Aid.

First aid is to be administered as quickly and effectively as possible to prevent any serious harm or additional issues. Staff members on duty are to ensure other children in the program are kept safe while attending to an incident.

### **Minor Injury**

A minor injury is where an injury can be fully treated by a person who has completed a relevant First Aid course and does not require further medical attention.

In the event of a minor injury the qualified staff member is to:

- Assess the injury.
- Attend to the injured child and apply First Aid.
- Check if any other person has come into contact with injured child's blood or bodily fluids and require these people to wash any contaminated areas in warm soapy water.
- Clean up the spill using disposable gloves if bodily fluids are involved.
- Contact the Parent/Guardian (depending on the nature and severity of the injury). If the Parent/Guardian is not contacted at the time of the incident, they will be informed about the incident when they arrive to collect the child.
- Write full details about the incident and the treatment given in an Incident, Injury, Trauma and Illness Record and ask Parents/Guardians to sign on arrival of collecting the child to signify that they have been informed.

### **Major Injury**

A major injury is when an injury requires additional medical attention other than First Aid.

In the event of a major injury the qualified staff member is to:

- Assess the injury and contact an ambulance on 000.
- Ensure that the child remains comfortable and safe.
- Follow any direction as given by the Ambulance.
- The Dojo Sensei (Responsible Person) 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.
- When the ambulance arrives, provide the child's medical record to the ambulance officer;
- Where possible, as directed by the Master Sensei (Nominated Supervisor) or Dojo Sensei (Responsible person) a MakerDojo staff member is to accompany the child in the ambulance and remain with the child until the parent arrives, provided required child to adult ratios are maintained. MakerDojo staff members may seek assistance from a host school representative if required.
- Ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with.
- Contact a MakerDojo Director.

- Staff members are to complete an Incident, Injury, Trauma and Illness Report detailing the incident and the action taken and provide a copy for the Parent/Guardian to sign.
- Families have the responsibility of ambulance cover and any costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians.
- If a staff member urgently requires advice or are unsure what to do, they must contact the Master Sensei (Nominated Supervisor).
- All serious incidents must be reported to the Department or relevant Regulator authority within 24 hours.

### **Illness**

When a child becomes ill at the program, staff members will:

- Settle the child in a quiet area.
- Contact the parent/guardian and ask for the child to be picked up within a reasonable time frame.
- Telephone an authorised nominee to collect the child if they are unable to contact a parent/guardian.
- Ask parents to notify MakerDojo if the illness is a result of an infectious disease and the parents will be required to keep the child at home in accordance with recommendations on the Public Health Unit Exclusions Table.
- Further information can be provided to the family from Staying Healthy In Child Care (5<sup>th</sup> Edition) to detail the specific illness symptoms, causes and exclusion periods recommended. This information can also be provided to other families who may be concerned about an outbreak of any particular illness.

### **References**

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 1 – Educational Program and Practice.
- Quality Area 2 – Children’s health and safety
- Staying Healthy in Child Care (5th Edition)
- Education and Care Services National Law Act (2010), S 168, S 167
- Education and Care Services National Regulations (2011), R 85, 86, 87, 89,174,175 & 176

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