



First aid, Incident, Injury, trauma and Illness policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

It is the policy of EPIC Holiday Camp that educators respond quickly in the event of an incident, injury, trauma or illness, to ensure the health safety and wellbeing of all children and educators and visitors.

In the event of an incident, injury, trauma or illness, the child's well-being is of prime importance. Educators will act immediately to contain the situation to ensure everyone's safety and well-being. First aid will be administered immediately by educators to ensure the best outcome and medical assistance will be sought as required.

EPIC Holiday Camp has a duty of care to all children enrolled into the program. Therefore if a child is unwell the parent/guardian will be asked to keep the child at home. In the event a child becomes ill at the service, parents/guardians will be telephoned and they will be asked to pick up their child if it is necessary, in the interests of the health, safety or well-being of that child or other children and educators at the program. It is not possible to provide 1:1 care to a sick child for extended periods and it is important to minimise the spread of infection in the service.

Policy Objectives

This policy is designed to set out the procedures that will be followed, so that educators clearly understand their responsibilities both during and after an incident.

This includes required documentation and reporting that must occur to both EPIC Holiday Camp Head Office and the Regulatory Authority (Department of Education and Training).



Procedures

- Children are to be adequately supervised at all times to ensure prompt attention in the case of an incident or the onset of an illness.
- First aid is administered as quickly and effectively as possible to prevent any serious harm or secondary issues. Educators on duty are to ensure other children in the program are kept safe.

Minor incident, injury, trauma or illness

In the case of a minor incident, injury, trauma or onset of illness, educators will:

1. Assess the situation.
2. Attend to the child and an educator with current approved first aid qualifications in first aid, asthma and anaphylaxis management training, will apply first aid as required.
3. In the event of a blood spill or contact with bodily fluids staff will be required to follow the procedures outlined in the EPIC Holiday Camp Infection Control Policy.
4. Notify the parent/guardian as soon as is practicable but not later than 24 hours after the occurrence with regard to the nature of the incident, injury, trauma or illness. If the parent/guardian is not contacted at the time of the event, they will be informed about the incident when they arrive to collect the child.
5. As soon as is practicable, educators will document the details of the incident, injury, trauma or illness on the EPIC Holiday Camp Incident, injury, trauma and illness record document. This will include the full name, time and date that the parent, guardian or authorised nominee was notified of the occurrence (either by telephone during the program operations or on collection). Educators will ask the parent/guardian to sign this document on arrival to collect the child. The Parent/guardian will be given a copy of record on request.

Serious Incident, injury, trauma or illness

When a serious incident occurs which requires more than first aid treatment, an educator with current approved first aid qualifications in first aid, asthma and anaphylaxis management training, will:

- Complete steps 1 – 2 as appropriate and recommend to the co-ordinator whether the parents/guardians/authorised nominees are called to take the child to their medical practitioner or whether an ambulance should be called.
- In the event that a child requires an ambulance, the action plan below should be followed. It is important to maintain the educator to child ratios within the service. It is anticipated that the family or emergency contact will be available to meet the child at the hospital.



- Notify the Area Manager and EPIC Holiday Camp Head Office of any serious incident immediately so appropriate documentation can be completed and the Regulatory Authority notified within the prescribed time frames required (R176).

Illness Procedure

When a child becomes ill at the program, educators 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 EPIC Holiday Camp 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.
- Ask parents to consider the safety and well being of others before bringing the child back to the service.
- Further information can be provided to the family from Staying Healthy In Child Care (5th 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.

Action Plan When an Ambulance Is Needed:

- Call 000 for ambulance. Have service location details available.
- Have a trained First Aid educator attend to the child.
- If possible, relocate other children in the area to another area.
- Send another educator to the gate to direct the ambulance.
- Collect a copy of the child's enrolment record so child's health information is available to paramedics.
- Phone the child's parent/guardian.
- Phone the EPIC Holiday Camp Head Office.
- If possible (in relation to educator to child ratios) send an educator and a copy of the child's medical records with the child in the ambulance; leave the address of the hospital you will be going to with the service. **There must be a responsible person at the service at all times with the other children.**
- Complete an Incident, Injury, Trauma or Illness Record as soon as is practicable.
- The co-ordinator will contact the child's parents/guardians or authorised nominee to advise them of the incident and where they may meet their child in the ambulance. Every effort will be made to deal with the situation in a calm and efficient manner.



Families have the responsibility of ambulance cover and it is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians.

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