

## Medical Attention in Case of Accident or Emergency Procedure

### Rationale:

Hackney Kindergarten promotes the health, safety and wellbeing of all children enrolled in its preschool program and in accordance with ACECQA Regulations and DECD Guidelines provides a procedure to supply medical attention in case of accident or emergency.

### National Quality Standard 2.1

### Regulation 168 (2) (a)

Related Key Regulations: 89, 136, 161, 245, 246, 247

### Hackney Kindergarten will:

In case of accident or emergency make every effort to contact Parents or Guardians prior to taking action or seeking treatment.

In the event of your child requiring medical treatment Parents are asked to authorise Staff at this Centre to obtain the medical assistance they deem necessary and agree to pay all medical and transport costs on behalf of their child.

Parents are also asked to authorise qualified practitioners to administer anaesthetic if the need arises.

Should one of the following occur at a site then responsible person **must** notify the regional office and lodge an IRMS report within 12 hours.

- Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought
- Attendance of emergency services at the education and care services premises was sought, or ought reasonably to have been sought
- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service
- A child was missing or not able to be accounted for
- A child was taken or removed from the service in a manner that contravenes the *Regulations*
- A child was mistakenly locked in or out of the premises
- An incident that requires the service to close or reduce the number of children attending
- A circumstance that posed a significant risk to the health, safety or wellbeing of a child

### Preschool Staff at Hackney Kindergarten

Preschool Staff at Hackney Kindergarten qualified in the administration of First Aid. In the event of minor accidents and daily incidents they will administer the necessary first aid required. These will be recorded in the Accident Book and reported to Families when collecting their child.

With the onset of any notifiable illnesses or that which effects a child's ability to participate in the preschool program, a nominated emergency contact will be asked to collect the child before the end of the preschool session.

This policy will be shared with all new staff and families, and is available on the website and in the preschool policies folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

Date: June 2016