



## ACCIDENT, INJURY AND MEDICAL EMERGENCY POLICY

### Policy statement

**Values:** This preschool is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff, and any other persons participating in the programme.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatized whilst attending the preschool.
- Ensuring safe and appropriate administration of medication in accordance to manufacturers guidelines and parental consent.

**Purpose:** This policy will clearly define:

- Procedures to be followed if a child has an accident, if injured or has a medical emergency.
- Responsibilities of staff and parents/guardians.

### Scope

This policy applies to the staff, parents/guardians, and children involved with the preschool.

### Definitions

**Injury:** Any harm or damage to a person.

**Medication:** Any substance that is administered for the treatment of an illness or condition.

**Minor accidents:** Accidents where a cut, scratch, bruise is small, does not require medical attention and does not affect the consciousness of the child.

**Serious medical emergency situations or accidents:** Accidents or situations where the child requires medical attention, and/or which affects the consciousness of the child.

### Procedures

#### Administrative and operational procedures

**The preschool and staff are responsible for:**

- Providing and maintaining a suitably equipped first aid kit.
- Rostering at least one staff member with the required first aid qualification on duty whenever children are being cared for or educated by the preschool.
- Ensuring completed medication, accident, injury and illness records.



### Staff are responsible for

- Ensuring children's enrollment forms provide authorization for the preschool to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Monitoring the First Aid Kit and arranging for it to be replenished when needed.
- Ensuring emergency contact numbers are displayed on or near each telephone/classroom.
- Monitoring the expiration dates of the items with in the first aid kit.
- Maintaining valid First Aid & CPR training.

### Parents/guardians are responsible for

- Providing valid health insurance to cover all possible incidents, accidents, illness, diseases and medical emergencies that could occur at the preschool. Must be inclusive of optical, dental, surgical, inpatient care and medication.
- Providing authorization in their child's enrollment record for the preschool to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Responsible for the costs associated with an ambulance service and medical treatment needed to attend to their child at the preschool, hospital or private clinic.
- Notifying the preschool of any medical conditions/or needs and any management/staff procedure to be followed with respect to that condition or need.

### Procedures for handling MINOR accidents, injuries, or illnesses

- Accident, Injury and Medical Emergency Policy

I, \_\_\_\_\_, father / mother / guardian of  
\_\_\_\_\_ have read and agree with the above procedures.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_