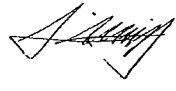
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [08] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ACCIDENTS – CHILD SPECIFIC		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

- 2.1. The YMCA will aim to provide safe and effective care of children by ensuring that staff are fully aware of management of, any child's accidents.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Anaphylaxis
- 3.2. Medication
- 3.3. Duty of Care
- 3.4. OH&S
- 3.5. Critical Incidents
- 3.6. First Aid

4. Responsibilities & Delegations


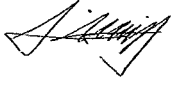
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Health and Safety Act
- 5.2. Duty of Care
- 5.3. National Standards
- 5.4. Q&A Principles.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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Procedures


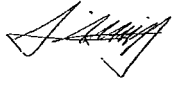
“The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury. The careful exercise of this discretion is considered part of the staff’s duty of care.”

(Guide to the Law for Children’s Services, NSW Community Child Care Co-op.)

- Parents are required to provide written consent for staff to seek medical attention for their child if required before they start in the centre. This will be recorded in the enrolment form.
- Parents will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- Parents will be required to supply two contact numbers in case of an emergency or accident.
- If a child, staff member or visitor has an accident while at the centre they will be attended to immediately by a staff member who holds a first aid certificate.
- In the case of medication being required in an emergency without prior consent of the parents/guardians, staff are to secure that consent from a registered medical practitioner.
- Anyone injured will be kept under adult supervision until they recover or an authorized person takes charge of them.
- Complete the Incident/Accident Form.

In the case of a minor accident the first aid attendant will:

- Assess the injury.
- Attend to the injured person and apply first aid as required.
- Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner.
- Ensure that anyone who has come in contact with any blood or fluids wash in warm soapy water.
- Record the incident and treatment given on an accident report form, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible.
- Submit the accident report form to the Safety Officer for verification and signing off.
- The Safety Officer enters the details on the “Injury Incident Database” and files the original report in the “Injury Record File”.

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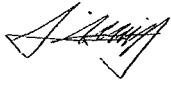
- Notify the parents either by phone after the incident if seen fit or their arrival to collect the child.

In the case of a major accident requiring more than first aid, the first aid attendant will:

- Ensure the rest of the class is safe (i.e. do not leave them unsupervised).
- Assess the injury, and decide whether the child needs to be attended to by local doctor or whether an ambulance should be called and tell the Co-ordinator of their decision.
- If the child's injury is serious the first priority is to get immediate medical attention. If the person is seriously injured, do not move them unless there is a life-threatening danger (i.e. falling debris, fire, explosion etc.)
- Although parents should be contacted straight away, if not possible, there should be no delay in organizing proper medical treatment. Keep trying to contact the parents in the meantime.
- Attend to the injured person and apply first aid if required.
- Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Stay with the child until suitable help arrives, or further treatment taken.
- Try to make the child comfortable and reassure them.
- If an ambulance is called and the child is taken to hospital a staff member will accompany the child and take the child's medical records. The co-ordinator must be contacted and suitable relief staff organised to ensure staff ratios are maintained.
- Record the incident and treatment given on the accident report form, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible.
- Submit the accident report form to the Safety Officer for verification and signing off.
- The Safety Officer enters the details on the "Injury Incident Database" and files the original report in the "Injury Record File"

The Co-ordinator will or other responsible staff member will:

- Notify the parents or emergency contact person immediately regarding what happened and action being taken. Every effort will be made not to panic the parents.

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- Ensure that all blood or bodily fluids are cleaned up in a safe manner
- Ensure that anyone who has come in contact with any blood or fluids washes in warm soapy water, using the correct hand washing procedures.
- Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.

Staff will adhere to the Hygiene policy in all accident situations.

- Clear emergency procedures should be maintained for the other children at the centre.
- The centre will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency.
- This information should be provided in an extremely sensitive manner.

Dealing with Blood, Body Fluids and Vomit

When administering First Aid:

- Always wear gloves when dealing with open wounds, cuts, burns and any type of injury you may come into contact with the patient's blood, vomit or body fluids.
- After administering First Aid remove gloves by peeling them back from your wrists, being careful to avoid outside, contaminated surfaces, coming into contact with your skin.
- Wash your hands thoroughly using the hand washing procedure.


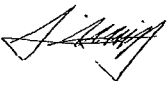
Contact with blood, body fluids and vomit:

Because of the risk of infection, if there is a spill of blood, body fluid or vomit from an injured child, onto another child or adult, following procedure should be taken:

- Wash the area that has come into contact with the spill, with soap and warm water.
- If the spill has come into contact with your mouth or eyes, rinse thoroughly with water.
- If the spill has been in contact with an open wound, wash thoroughly with soap and warm water and follow sanitising procedures.

Cleaning the facility after a spill:

- Always wear gloves.
- Place paper towelling over spill and carefully mop it up.
- Place the soiled towel into a plastic bag, seal and dispose of it in the outside rubbish bin.
- Clean the surfaces with detergent and warm water.
- Wipe the area with diluted bleach and allow the area to dry.

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- Remove gloves and place them in a plastic bag. Seal the bag and place it in the outside rubbish bin.
- Wash hands thoroughly following the hand washing procedure

Death of a Child:

In the case of a death of a child while in the YMCA of Sydney care, employees and volunteers on hand must do the following:

- attend to the child and assess the child;
- assess whether there is any danger and take all necessary steps to remove that danger;
- begin first aid treatment (as required) and continue until someone more qualified can take over or an ambulance has arrived;
- assess the situation and scene;
- assess immediate and practical needs to stabilise the environment;
- notify the Centre Manager or arrange for someone else to notify the Centre Manager;
- check to see if any other individuals or groups need immediate action;
- decide on the range of supportive actions that can be provided to those affected by the incident; and
- arrange for the care of all other children by making sure that the children are moved to another area while the situation is happening.


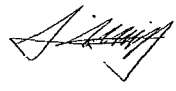
Reporting the Death of a Child

The death of a child must be reported to the following organisations:

- an ambulance service;
- the police;
- the Department of Community Services/ Children Services Advisor/Office of Childcare;
- NSW WorkCover; and
- the YMCA of Sydney Chief Executive Officer.

NSW WorkCover

Where there is a death, including a death to a person other than an employee attributable to the YMCA of Sydney's business at a premises, NSW WorkCover must be contacted by the Human Resources Manager. NSW WorkCover's Injury and Dangerous Occurrence Form must be completed and sent to NSW WorkCover within 7 days of the incident. A copy of this form can be obtained from the Human Resources Manager.

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Media Contact

Under no circumstances should contact or comment be made with the media by any YMCA of Sydney employees or volunteers. If the media does become involved in the incident or requests comment, the media is to be referred to the YMCA of Sydney Chief Executive Officer.

Contacting the Child's Parents

The YMCA of Sydney must notify the parent/s or guardian of the child that a serious incident has happened and advise them to contact the relevant medical or police agency.


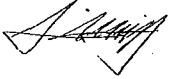
All employees and volunteers must remember that it is not their place to tell the parent/s or guardian any information about the condition of the child except that he/she has been taken to a certain agency.

When doing this all employees and volunteers must be aware of how the parents will react and provide the relevant information in a sensitive manner.

Employee and Volunteer Roles and Responsibilities

Employees and volunteers that are present when a death of a child occurs should, as reasonably practicable:

- (a) collect information on the incident;
- (b) record the details in an Incident Report Form, including:
 - (i) witnesses, names and addresses;
 - (ii) date;
 - (iii) time;
 - (iv) what happened;
 - (v) who was involved;
 - (vi) where and when;
 - (vii) name of any attending police or emergency services;
 - (viii) a drawing of the area where the incident happened, stating where the employees and volunteers were in relation to the child;
 - (ix) whether the employees and volunteers were watching the child or involved with that activity or another one; and
 - (x) where the rest of the employees and volunteers were, and what they were doing at the time of the incident;
- (c) contact relief staff (as required).

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When completing the Incident Report Form, it is important to give as many accurate and honest details as possible.

Copies of the Incident Report Form must not be given to any person without the express consent of the YMCA of Sydney Chief Executive Officer.


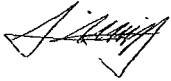
Post-Incident Counselling Services

The YMCA of Sydney will make available counselling services to all children, employees and volunteers of the YMCA of Sydney.

Death of a Child Checklist

In the event of a death of a child, the following steps should be taken immediately:

1. Assess the situation and scene. Assess whether there is any danger and take all necessary steps to remove that danger.
2. Attend to the child, and assess the child. Note the time.
3. Begin first aid treatment (as required) and continue until someone more qualified can take over or an ambulance has arrived.
4. Alert one staff member to notify as many staff and volunteers on the Premises as practicable.
5. Assess immediate and practical needs to stabilise the environment.
6. Refer back to the Death of a Child Policy and follow the Post Incident Procedures.
7. Evaluate and involve the individuals and organisations that need to be involved, including:
 - (a) Ambulance;
 - (b) Fire;
 - (c) Police; or
 - (d) Counselling services.
8. Decide on who needs to be contacted, including:
 - (a) Parent or Guardian; and
 - (b) YMCA of Sydney management.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

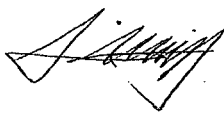
I endorse the Accident Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

Number: _____

EXH.002.012.0013

Register of Incident/Accident

NAME: _____ AGE: _____ M/F: _____

ADDRESS: _____ POSTCODE _____

DATE OF BIRTH: _____ Phone Number (if applicable) _____

INCIDENT OR ACCIDENT DETAILS:

DATE/TIME: _____

LOCATION/ADDRESS: _____

DESCRIPTION OF INCIDENT/ACCIDENT: _____

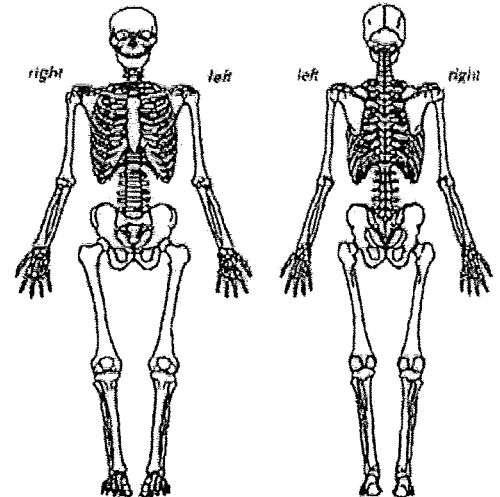
Parents notified : YES / NO _____

FIRST AID TREATMENT/COURSE OF ACTION

CIRCLE AFFECTED AREA:

Staff Signature
FRONT VIEW

BACKVIEW



LAYOUT OF LOCATION

Name: _____
Staff member/Supervisor in Program

Signature

Name: _____
Safety Officer

Signature

Name: _____
Manager

Signature

Medical clearance required to resume activity: YES NO

The information collected within this form is in accordance with our Privacy Policy. A full copy is available on request.