

MINOR ACCIDENTS PROCEDURE

A minor accident is a graze, small cut, slight bump or a fall, which does not require ongoing medical treatment.

When a **minor** accident occurs at the Centre, staff will act in the following manner:

- Assess the injury
- Reassure the child / children involved
- Apply first aid using gloves
- Check that no one has come into contact with the injured child's blood or body fluids. Any person that has, must wash any contaminated areas in soapy warm water.
- Clean up any blood/body fluids using disposable gloves and paper towel. Dispose of these in a plastic bag in the outdoor bin.
- Record details of incident on a Child Accident Record including:
 - The date, time and circumstances of the accident,
 - A detailed description of the injury,
 - The full names of staff present when the accident occurred and the names of any witnesses.
 - The treatment given and the names of people providing the treatment
- In the case of an injury to the head, face or mouth, staff will contact the parent/guardian as soon as possible by telephone. Staff will record the time and date of the phone call (including unsuccessful attempts), name of staff member who made the phone call and the name of the parent/guardian called, on the Child Accident Record.
- Parents/guardians and the Director (or Responsible Person) must be informed each time a bite occurs.
- If the parent/guardian is not contacted at the time of the accident, they must be informed about the incident when they arrive to collect their child. Ensure parent/guardian reads and signs the Child Accident Record to acknowledge they were advised of the incident.
- All Child Accident Records must be signed by the Director (or Responsible Person) as acknowledgement of its accuracy.
- If staff at the Centre believe professional medical treatment may be necessary, they will contact the parent/guardian. Contact may be made to the medical service nominated on the child's enrolment form for advice regarding treatment. Alternatively, Reynella Medical Centre may be contacted for advice. Attempts to contact parents/guardians or a nominated medical service, as well as any advice obtained, must be recorded in detail on the Child Accident Record.
- If medical treatment is recommended to parents/guardians or medical advice sought, staff will be required to immediately complete a Notification Of Serious Incident form (S101) and this form must be emailed to the Early Childhood Board within 24 hours.