

C15. EMERGENCIES

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands some children have specific medical needs and that children may require medical attention or be involved in an emergency, accident or other serious incident at some time while in our care.

The IAC will ensure that our staff are trained to recognise and respond appropriately to children's medical conditions and medication requirements and that we maintain all required records of such conditions and requirements.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that children in our care with medical conditions, that require medication or that are involved in accidents or serious incidents are provided with the appropriate care based on current legislation and guidelines.

Serious Incidents include:

- the death of a child while in our care or following an incident that happened while in our care
- any incident involving injury or physical or emotional trauma to, or illness of, a child while in our care for which the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; or the child attended, or ought reasonably, to have attended, a hospital
- any incident where the attendance of emergency services at our premises was sought, or ought reasonably to have been sought
- a child in our care appearing to be missing or unable to be accounted for
- a child in our care appearing to have been taken or removed from our premises in a manner that contravenes the Children (Education and Care Services) Supplementary Provisions Regulation 2012
- a child in our care being mistakenly locked in or locked out of our premises or any part of our premises

Illness, accident and emergency treatment

C(E&CS)SPR 2012 Regulation 80

The IAC and the nominated supervisor of our childcare services will ensure that:

- a child is not enrolled in the service unless a parent of the child:
 - ◊ has given written authorisation for the service to seek urgent medical, dental or hospital treatment or ambulance service,
 - ◊ has given written consent to the carrying out of appropriate medical, dental or hospital treatment, in the event that such action appears to be necessary because the child has been injured, or is ill, at the premises.
- if a child has an accident or becomes ill while attending our service:
 - ◊ the child is kept under adult supervision until the child recovers or until a parent of the child or some other responsible person takes charge of the child
 - ◊ if the child requires urgent medical or dental treatment, immediate steps are taken to secure that treatment
 - ◊ the child is returned as soon as practicable to the care of a parent of the child
 - ◊ if practicable, the child is taken to the preferred medical practitioner listed in the written authorisation
- if any medication or medical, hospital or dental treatment or ambulance services are obtained for a child, a parent of the child is notified as soon as practically possible of the accident or illness and the treatment or services arranged for the child
- if any other matter concerning the child's health arises while the child is being provided with the service, a parent of the child is given notice of that matter

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Illness, accident and emergency treatment (cont)

C(E&CS)SPR 2012 Regulation 80

The IAC and the nominated supervisor of our childcare services will ensure that:

- once we become aware of a serious accident involving a child attending the service, being an accident that requires the child to receive medical, dental or hospital treatment, we will immediately cause notice of that fact to be given to:
 - ◊ a parent of the child
 - ◊ the Regulatory Authority
 - ◊ the Board of the IAC
- once we become aware of a serious accident involving a child attending the service, being an accident that requires the child to be hospitalised, or causes the child to die, we will immediately cause notice of that fact to be given to the Board of the IAC
- once we become aware of the death of a child that was attending the service, we will immediately cause notice of that fact to be given to:
 - ◊ a parent of the child
 - ◊ a police officer
 - ◊ the Regulatory Authority
 - ◊ the Board of the IAC

Providing this Policy To Parents

(C(E&CS)SPR 2012 Regulation 81)

If a child enrolled at our service has a specific health care need, allergy or other relevant medical condition, we will ensure that a copy of this policy document is provided to the child's parent.

Children returning after illness or injury

If a parent of a child is planning to return a child to our childcare service after an illness or injury and we identify a potential risk to that child or other children due to contagion, cross infection, unhealed injuries or other matters the parent or caregiver will be advised of the requirement to provide us with a clearance letter from a registered medical practitioner.

Medication

C(E&CS)SPR 2012 Regulation 81

The IAC will ensure that we keep a medication record for each child to whom medication is, or is to be, administered by our service that includes the following details:

- the name of the child;
- the authorisation to administer medication signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- the name of the medication to be administered
- the time and date that the medication was last administered
- the time and date, or the circumstances under which, the medication should be next administered
- the dosage of the medication to be administered
- the manner in which the medication is to be administered
- if the medication is administered to the child:
 - ◊ the dosage that was administered
 - ◊ the manner in which the medication was administered
 - ◊ the time and date the medication was administered
 - ◊ the name and signature of the person who administered the medication
 - ◊ the name and signature of the person that checked the medication dosage

Administration of Medication

C(E&CS)SPR 2012 Regulation 81

The IAC and the nominated supervisor of our childcare services will ensure that medication is not administered to a child in our care unless:

- the administration is authorised in accordance with this policy under the section entitled 'Medication'
- the medication is administered in accordance with this policy under the section entitled 'Procedure for administration of medication'

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Exception to authorisation requirement - anaphylaxis or asthma emergency

C(E&CS)SPR 2012 Regulation 81

The IAC and the nominated supervisor of our childcare services understand that:

- medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency
- if medication is administered in such an emergency a parent of the child and the child's registered medical practitioner must be contacted as soon as practicable

Procedure for Administration of Medication

C(E&CS)SPR 2012 Regulation 81

The IAC and the nominated supervisor of our childcare services will ensure that where medication is administered to a child in our care:

- the medication must be administered: from its original container, bearing the original label and instructions before the expiry or use by date
- (and if the medication has been prescribed by a registered medical practitioner) from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date
- the medication must be administered in accordance with:
 - ◊ any instructions attached to the medication
 - ◊ any written or oral instructions provided by a registered medical practitioner
- the dosage of the medication to be administered to the child must be checked by a person other than the person administering the medication

Medical conditions

C(E&CS)SPR 2012 Regulation 81

The IAC will ensure that our supervisors, staff and volunteers have, and are trained in:

- procedures for the management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
- procedures for children with a specific health care need, allergy or relevant medical condition including requiring :
 - ◊ a parent of the child to provide a medical management plan for the child
 - ◊ the medical management plan to be followed in the event of an incident relating to the child's health care need, allergy or relevant medical condition

The IAC will also ensure that we have a risk minimisation plan (developed in consultation with the parent of a child):

- to assess and minimise risks relating to the child's specific health care need, allergy or medical condition
- to implement and follow procedures in relation to the safe handling, preparation, consumption and service of food
- to notify parents of any known allergens that pose a risk to a child and strategies to minimise the risk
- that is accessible to all staff and that identifies the child and the location and nature of their medication
- to ensure that a child does not attend the service if they do not have the prescribed medication relating to their condition as required by a medical practitioner

Communication Plan

The IAC will ensure that our supervisors, staff and volunteers have, and are trained in, a communication plan for the purpose of:

- informing staff and volunteers about the medical conditions policy and the medical management plan and risk minimisation plan for the child
- setting out how a child's parent can communicate any changes to the medical management plan and risk management plan for the child

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Infectious Diseases

C(E&CS)SPR 2012 Regulation 82

The IAC will ensure that:

- if there is an occurrence of an infectious disease at our service, we will take appropriate action to prevent the spread of the infectious disease in accordance with the Public Health Act 2010 and the regulations under the Act, including the requirements for mandatory reporting
- If there is an occurrence of an infectious disease at our service, we will contact the parent or the authorised emergency contact of each child as soon as practicable
- If there is an occurrence of an infectious disease at our service, we will contact NSW Health
- our primary contact staff, casual employees and contractors are trained in and practice procedures for dealing with infectious diseases

Emergency and Evacuation Procedures

C(E&CS)SPR 2012 Regulation 83

The IAC and the nominated supervisor of our childcare services will ensure that:

- our emergency and evacuation procedures are the result of ongoing risk assessments
- our staff are trained in, and have instructions about, emergency and evacuation procedures in the event of any emergency
- we have emergency and evacuation floor plans displayed near the exit points of every room of our service
- staff, volunteers and children at the service rehearse emergency and evacuation procedures at least every 3 months and that these rehearsals are documented, evaluated and maintained at the service
- we have a communication plan for parents of children where we do not have immediate access to telephones or telephone numbers

Emergencies include:

(C(E&CS)SPR 2012 Regulation 97)

- cyclone
- flood
- fire or bushfire
- the presence of dangerous animals and insects
- a situation that requires the education and care service premises to be locked-down
- a situation that requires the evacuation of the education and care service premises

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 6 Operational requirements - Division 4 Emergencies (Regulations 80-84)