



Valley View Kindergarten

Treating and Reporting Children’s Accidents and Injury Policy – Educator and Family Responsibility

Issue : 8
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We assure you that every possible precaution is taken through a range of regular audits to eliminate hazards or situations that may cause injury/accident to your child. If in the event that your child does sustain an injury, the following outlines the procedures that will be undertaken.

We place the Incident Report in the notice pockets, so please check your child's notice pocket every day when you pick up, as you are required to sign the Incident Report upon receipt of a notification.

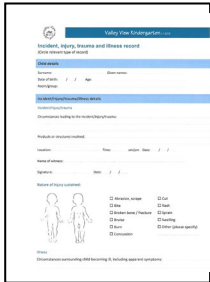
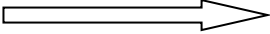
First Aid – Treat the Child:

Serious - call the Emergency services. Educator with First Aid training to treat the child until the emergency service arrives. Phone the family as soon as practical, provide them with the information in a calm and reassuring manner

Minor - tend to the child's injuries and reassure the child. Phone the family if the child is unduly stressed

Record the accident, injury, trauma or illness:

Step 1 : Complete Incident Report.



Step 2 : Parent notified and parent to sign Incident Report.

- **Serious** - 'Incident Report
- requires medical attention
- may require medical attention
- serious trauma etc
- fill out Incident Report located in this folder and copy for site (in Child's Enrolment Records) and family - to be entered on IRMS (Incident Management Reporting System)

Minor - Needs a common sense approach. Use above process

Family Responsibility :

- If child is e.g. vomiting, diarrhoea, high temperature, head lice, asthma attack or severe cold symptoms - phone family to pick up ASAP
- If the child can resume play - notice in pocket and family seek an Educator to access and sign the Register when they pick up.