



Bangalow Community Children's Centre
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Wellbeing Policy

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Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	National Quality Framework resource Kit (2011) Staying Healthy in Child Care - Preventing infectious diseases in child care - Fourth Ed. (2006) Health and Safety in Children's Services Model Policies and Practices - Second Ed. (2003)

Introduction

Bangalow Community Children's Centre endeavours to take all necessary actions to prevent incident, injury, trauma and illness within the service. However, we recognise that even with due diligence incident, injury, trauma and illness can still occur. Clear guidelines and procedures ensure a prompt and consistent response should an event occur.

Goals

The Service and all Educators will effectively and consistently respond to incident, injury, trauma and illness should this occur at the service

To ensure the safety and wellbeing of children, educators and visitors

To communicate to families the services policies and practices regarding incident, injury, trauma and illness

To maintain records of incidents related to children's safety, health and wellbeing

Practices

- It is essential that families/educators provide the service with up-to-date records of primary and secondary emergency contact phone numbers in case of sudden illness or emergency. These people should be within a close distance of the service. It is requested that parents/educators be aware of those people they list as emergency contacts at the service and that if, for any reasons, they feel that either person is no longer suitable, they make alternative arrangements and notify the service immediately. Visitors must fill out the visitor book and identify an emergency contact and the organisation/institution they are from.
- With regard to emergency contacts, these should be people who can be contacted at the supplied phone number throughout the day and who would be normally available to come to the centre in the case of such emergency. In the event of a child emergency, the child may be in some emotional distress, such an emergency contact should be a person friendly with and familiar to the child.
- In the case of an emergency, the service educators will first try to contact one of the primary contacts and will then resort to the contacting of an emergency contact if primary contacts cannot be contacted.
- If parents are going to be away from their usual contact phones during a day, it is asked that they inform staff of their phone number during the day. If this is a regular alternative to the home or business contact, it should be noted on the child's file.
- Written authorisation for educators to seek urgent medical, dental, hospital treatment or ambulance service and consent to carry out appropriate medical, dental or hospital treatment is to be signed on the enrolment form by families and on the profile form for educators
- All staff are expected to hold a current Australian Standard First Aid Qualification and participate in

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Educators will contact parents when: to be collected

- A child's temperature reaches 38 degrees or above
- A child has 3 unformed stools
- A child has a contagious condition (refer to Keeping Healthy in Childcare)
- If a child appears unwell and is unable to engage happily in the day.
- Any Diarrhea and vomit

In case of a serious accident or medical condition occurring

Danger? Ring an Ambulance if either occur. Anaphylaxis, Choking-blocked air ways, Head Trauma

Follow First Aid Procedures:

D Danger
R Response
S Send for help
A Airways
B Breathing
C Compression
D Defibrillation

- Educators seeing a serious incident/medical condition, alert support staff and Director to the problem.
 - * Stay calm
 - * Attend to patient - reassure patient
 - * Ensure other children/adults are supervised.
 - * One educator contact doctor (or ambulance) and primary or emergency contacts
 - * Continue to stay with patient until help arrives or patient is collected.
 - * Record incident
- Dangerous products: Where a child/adult inhales/swallows a dangerous product the Safety Data Sheet is immediately referred to (stored inside POISON cupboards) and action followed. Advice from the Poisons Information Centre may be obtained.
- The educator must ensure that if a child has an accident or becomes ill, at the Service that:
 - the child is kept under adult supervision until the child recovers or a parent of the child or some other responsible person takes charge of the child, and
 - if the child requires medical aid, all reasonable attempts are taken to secure that attention, and
 - every reasonable attempt is made to notify a parent of the accident/incident or illness as soon as practically possible, and
 - the child is returned as soon as practicable to the care of a person responsible for the child.
- Educators must ensure that a written record of the accident/incident/illness is given to the child's parent and a copy is kept in the child's file.
- Staying Healthy in Child Care is used as a guide to determine exclusion periods for children who are ill.
- A parent or other responsible person is to be notified of any medication administered to a child while at the Service and of any other matter concerning the child's health that they have knowledge of.
- Primary contact educators must ensure that if a child has a serious incident that causes hospitalisation or death while being provided with the service, notice of the accident is immediately given to the nominated supervisor.
- The nominated supervisor is responsible for reporting to relevant authorities within 24hrs. (see Notifying Regulatory Authorities Policy)

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National Regulations

- 85 Incident, injury, trauma and illness policies and procedures
- 86 Notification to parents of incident, injury, trauma and illness
- 87 Incident, injury, trauma and illness record
- 88 Infectious diseases
- 89 First aid kits
- 97 Emergency and evacuation procedures
- 161 Authorisations to be kept in enrolment record
- 162 Health information to be kept in enrolment record

National Quality Standard

- QA2 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Related Policies

- Accident Prevention Policy
- Administering Medication Policy
- Allergies and Anaphylaxis Policy
- Asthma Policy
- Child Health Policy
- Child Safety Checklists
- Dangerous Chemicals and Substances Policy
- Death of a Child Policy
- Dental Care
- Enrolment Policy
- Evacuation Policy
- Food Nutrition and Safety Policy
- Hand Washing Policy
- Illness Policy
- Immunisation Policy
- Infectious Diseases and Exclusion Policy
- OHS, Safety and Compliance Policy
- Safe Sleep Policy
- Supervision Policy

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQS and standards will be considered.

Any changes to this policy will be communicated to families and staff.

Relevant Forms

Notification of an Accident in Child Care Form (Community Services)

