



Child Injury Policy

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Purpose

Little Footsteps Occasional Care aims to provide a safe environment for all children, families and educators using the service. In the case of an incident/accident/injury or medical emergency this policy will determine actions taken.

Policy

All educators hold current CPR and First Aid including anaphylaxis training. Minor Injuries/accidents and medical conditions will be treated with first aid and parents will be notified and a digital incident form will be filled out on xplor. More serious incidents will have emergency services called and will be reported to the relevant departments.

Procedures

Minor Accidents

- If your child is involved in a minor accident, e.g. tripping over, staff will comfort your child, assess their condition and monitor their wellbeing.
- Staff will record the details of the accident in the digital form on the playground app and discuss the incident with you at pick up time. Parents are to read and sign the Accident/Injury Record to acknowledge that they have been informed. Parents must inform staff as soon as practicable if your child's condition changes after an accident occurs, or if any further medical advice was sought for them after the accident/injury.

Accidents

- If your child is involved in a more serious accident, e.g. bumping their head, staff will comfort your child, assess their condition, administer first aid as required and monitor their wellbeing. Staff will contact you by phone to inform you of the accident. You may be required to collect your child and seek medical advice.

Medical Emergencies

- The wellbeing of your child is our priority. If your child is involved in a medical emergency staff will administer first aid as required, call emergency services and contact you. Staff will be directed by paramedics and if possible a staff member will accompany your child in the ambulance. We will endeavour to keep you informed of all actions until you are with your child. (Please note that all associated costs will be parent's responsibility).