



**PURPOSE**

Montessori Stepping Stones (MSS) aims to provide a safe environment in which children may play in and explore (develop and learn) their world free from harm. In the event of an accident, appropriate first aid and/or CPR will be applied by trained employees. If an emergency or natural disaster occurs at the service, the children and educators/employees will be well practised in the required procedures to ensure as far as possible the safety and well-being of each person present.

**SCOPE**

All people involved in ensuring the health and safety (prevention and responsive actions towards incidents, accidents and emergencies) of children at MSS – as well as children, families, educators and employees who assist in the continuous improvement and implementation of quality practices.

**DESCRIPTION/GENERAL**

All children, employees and contractors within the services of MSS have a right to a safe environment that is free from hazards that may cause harm or injury. The Education and Care Services National Law (WA) Act 2012 requires that approved provider, nominated supervisors and coordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection. MSS has a duty of care to respond effectively to accidents and emergencies that occur at our service.

**LEGISLATION AND GOVERNMENT REQUIREMENTS**

Laws relating to protection of privacy and confidentiality; duty of confidentiality arising from contract with parent; to whom and when information must be disclosed;

- Occupational Health, Safety and Welfare Act
- Occupational Safety and Health Regulations 1996
- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National Regulations

**CHILDREN'S NEEDS**

A safe environment in which to play and learn (develop and learn). Appropriate care in the event of an incident or accident, and protection from disasters.

**FAMILIES' NEEDS**

To feel confident that their child's safety is being assured, and that MSS is a safe place.

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## **EDUCATOR AND EMPLOYEES NEEDS**

A safe workplace with appropriate training in first aid (including anaphylaxis, emergency asthma management) and cardiopulmonary resuscitation (CPR), and well planned and practised emergency procedures. Appropriate allocation of resources to maintain a safe environment.

## **MANAGEMENT NEEDS**

To minimise legal liability of MSS and ensure safety issues are brought to their attention.

## **EMERGENCY PROCEDURE DEVELOPMENT**

MSS will develop procedures for the all employees to follow, to plan for every emergency situation that has been identified through the risk assessment process. These situations may include but are not limited to the following emergencies:

- fires and/or bushfires
- bomb threats missing child intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- burglar
- natural disasters, such as a flood, cyclone, thunderstorm or earthquake

MSS will seek recommended practices from recognised authorities, such as:

- fire department
- police station
- St. John Ambulance
- State Emergency Service (SES)

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## **EMERGENCY EVACUATION FLOOR PLAN AND INSTRUCTIONS**

The emergency evacuation floor plan and instructions will be clearly displayed near the main entrance and exit in each room, to be followed by all persons on the premises in the event of fire, natural disaster or other emergency.

A risk assessment to identify potential emergencies that are relevant to the service will be conducted by the approved provider/nominated supervisors.

Each educator/employee will be briefed on the emergency procedures during induction.

## **EMERGENCY DRILLS**

Safety drills involving educators/employees and children will be regularly practised randomly without warning and at different times of the day.

A record of each drill of emergency procedures will be made on an Emergency Evacuation Drill Evaluation Form, and retained for a period of 3 years from the day on which the record was made.

## **EVACUATION OUT OF THE CENTRE**

Evacuation out of the service may be for any reason including but not limited to gas leak, fire, snake, unwelcome visitor, intruder or likely natural disasters.

MSS's evacuation plan will include:

- Alerting all educators/employees members of the need to bring children out of the service, using the designated signal, which is the whistle (3 short blows and/or the word 'evacuate')
- The determination of a safe assembly area, away from the building and access areas for emergency services, with its own escape route
- A second stage assembly area will be identified in the event that the first assembly area becomes unsafe
- Unobstructed routes for leaving the building, which are suitable to the ages and abilities of the children. (Special consideration must be given to the evacuation of children with disabilities.)
- The collecting up of an emergency pack which is stored in an easily accessible place and includes items such as blankets, first aid kit etc
- Maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant service
- Determining who will check the building is empty and close all doors and windows to contain the spread of fire
- How the children will be supervised at the assembly area

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## **LOCKDOWN OF THE SERVICE**

Lockdown of the service may be for a variety of reasons including but not limited to fire, gas leak, snake, threatening person or situation and likely natural disasters.

Where a situation arises which requires the bringing of the children into the service in order to secure their safety, the nominated supervisor/educators/employees members will:

- alert all other educators/employees of the need to bring children into the service, using our designated signal, which is the whistle (one long blow and/or the word 'lockdown')
- gather children together into the building, in a safe and non-hurried manner and maintain calm within the groups. Once everyone is together, the nominated supervisor or an educator/employee will check the roll and roster to ensure that all educators/employees and children are present
- educators/employees will quietly and quickly walk around and lock doors and windows to secure the building
- the nominated supervisor or an educator/employee will contact the police to advise them of the situation, including information about any missing children or educators/employees

Any unwelcome, violent or abusive visitor or intruder (including anyone adversely affected by alcohol or drugs) will be calmly asked to leave the service. Refusal to leave will necessitate the nominated supervisor or educator calling the local police for the removal of the unwelcome visitor. Educators will not at any time try to physically remove an unwelcome visitor. The Emergency Lockdown procedure will be put into action, which will isolate children and educators from a violent or abusive visitor or intruder, until such a time as the police arrive to take control of the situation.

## **LUNCH PERIOD EVACUATIONS**

During lunch times MSS will ensure that any additional educators/employees that are on the premises assist with the evacuation of children.

On hearing the alarm, any educator/employee not directly caring for children at the time of the emergency, which could include the nominated supervisor, food coordinator, administration assistant, or educators/employees on their lunch break but still on the premises, will check each room to see who requires assistance to evacuate children safely from the premises (focus on infants, toddlers and additional needs children).

Educators and employees will check those rooms closest to the potential threat and where children or babies are known to be resting first.

Other adults on the premises at the time of the emergency, such as a parent or trades person, may be asked to assist in the evacuation if required.

## **FIRE**

MSS will comply with any relevant fire safety requirements of the appropriate Fire and Emergency Services Authority.

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# MSS & WAABINY OSHC

## INCIDENT, ACCIDENTS, EMERGENCIES AND FIRST AID POLICY



Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators/employees will only attempt to extinguish fires when all of the following is assured:

- the children have been evacuated from the room
- the fire is very small
- there is no danger to the person who will operate the extinguisher
- the operator is well trained and confident with the manufacturer's instructions and will be placed to provide adequate warning of smoke and so that educators/employees will hear the alarm from anywhere within the education and care premises.

MSS, and the nominated supervisor respectively, will ensure that these devices are maintained in working order. A maintenance schedule will be kept to confirm regular checks occur.

When the emergency services arrive the chief fire warden will inform the officer in charge of the nature and location of the emergency and of any missing children or educators/employees.

No-one will re-enter the building until advised it is safe to do so by the officer in charge.

### INCIDENTS AND ACCIDENTS

Parents/Guardians are required to provide written authority (included in the enrolment form) for educators/employees of the service to seek medical attention for their child if required.

- When a minor accident occurs at the service, educators who are qualified in first aid will:
  - assess the injury
  - attend to the injured child and apply first aid
  - check that no-one has come into contact with the injured child's blood or body fluids - require these people to wash any contaminated areas in warm soapy water
  - clean up the spill using disposable gloves if bleeding involved
  - contact the parent/guardian (depending on the nature of the injury). If the parent/guardian is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child
  - complete an incident report on the Xplor platform, and require the parent to sign this form when they collect their child to confirm their notification of the incident.

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# MSS & WAABINY OSHC

## INCIDENT, ACCIDENTS, EMERGENCIES AND FIRST AID POLICY



When a serious accident, which requires more than simple first aid treatment, occurs at the service an educator who is qualified in first aid and CPR will:

- assess the injury and report to the nominated supervisor/coordinator that an ambulance should be called
- discuss with the nominated supervisor/coordinator which educator will accompany the child in the ambulance
- ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with
- complete a full report of the accident detailing the incident and the action taken, on an incident report on the Xplor platform and require the parent/guardian to sign the form to confirm their notification of the incident.

The nominated supervisor/coordinator/educator will contact the child's parents/guardians or emergency contact person to advise them of the incident and where they may meet their child from the ambulance. Every effort will be made not to panic the parent/guardian at this stage.

The nominated supervisor/coordinator will arrange for emergency relief educators to attend the room so that an educator can accompany the injured child in the ambulance, or take the child to the local clinic or medical practitioner. The remaining children will be kept together until the emergency relief educator has arrived at the service.

The nominated supervisor/coordinator will contact the approved provider to inform them of the incident and steps taken.

If the tragedy of the death or serious injury of a child should occur whilst the child is at the education and care service, the nominated supervisor/management will:

- contact the approved provider to advise them of the situation and request they notify the regulatory authority and arrange for trauma counselling for all those who may need it
- in the event of a child's death, contact the police, who should advise the child's parents/guardians in person and assist them with transport to the service or hospital
- contact the parents/guardians of the other children to advise them of an emergency, and request they arrive to collect their children as soon as they are able. On arrival parents will be advised about the death, or serious injury of the child and will be given information about trauma counselling for their child if needed
- at the end of the day, hold a debriefing session with all educators/employees and provide information about trauma counselling for those educators/employees who feel they need it

After a serious incident at the service, educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will do all they can to ensure each child's health and well-being, and will apply appropriate first aid in response to children's shock reactions.

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# MSS & WAABINY OSHC

## INCIDENT, ACCIDENTS, EMERGENCIES AND FIRST AID POLICY



The nominated supervisor/management will notify the service's insurers and also provide them with a copy of the incident report.

The approved provider/nominated supervisor will notify the regulatory authority of the death, or injury that results in a child being admitted into hospital, of an enrolled child during a care session, within one working day after the incident occurred.

All costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians. MSS will advise parents/guardians to have insurance cover to insure against these and other accident related costs.

The nominated supervisor/coordinator together with MSS' Safety Representative will be responsible for completing an evaluation of all the Incident and Accident reports at the end of each month. This is to be discussed at educator/employee meetings.

### FIRST AID

At least one educator with a current approved first aid qualification that is appropriate to children will be on duty at the service at all times children are on the premises.

At least one educator who has undertaken anaphylaxis management training will be on duty at the service at all times children are on the premises.

At least one educator who has undertaken emergency asthma management training will be on duty at the service at all times children are on the premises.

At least one fully equipped and properly maintained first aid kit will be kept at the service in a locked cupboard which is out of reach of children but easily accessed by educators.

The first aid box or cabinet together with someone in charge must also comply with applicable occupational safety and health legislation.

A cold pack will be kept in the freezer for treatment of bruises and sprains.

Each first aid kit will be checked monthly using MSS' First Aid Checklist to ensure it is fully stocked, and that all medications are within the expiry date.

First aid will only be administered by qualified first aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.

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