



APPENDIX A: Non Responsive or Seriously Injured Child Management Procedure

In the event of an injury to a child (and similarly for an adult), educators should attend to the child at all times in a calm, reassuring manner.

- Check for **DANGER** to ensure your own safety and the safety of others.
- Check for **RESPONSE**.
- Identify injuries and assess the severity and degree of urgency.
- **CALL FOR ASSISTANCE** from other staff to:
 - Ensure that remaining children are safe, correctly supervised and removed from the immediate vicinity
 - Call 000 for an ambulance
 - Alert the Nominated Supervisor/Principal or Administration Officer that an ambulance has been called or to request assistance to call 000 for an ambulance
 - Contact the parents of the child. (Times of attempted and successful phone calls to parents are documented).
- Administer First Aid, or immediately commence CPR (see below) if appropriate, and continue until an ambulance arrives.
- If child is unresponsive, **CHECK AIRWAYS**
 - Breathing** – place child in recovery position
 - Not Breathing** – check airways. Place in recovery position to remove any foreign object. If child starts breathing after object is removed, maintain recovery position until professional help arrives. If no breathing commence **CPR**.

When calling an ambulance, be prepared to provide the 000 operator with the following information:

- Ambulance required, and level of urgency
- Centre name, address and telephone number (posted beside the Centre telephones)
- Name and age of the patient
- Brief details about the patient's condition (conscious or unconscious, bleeding severely, breathing or not, pulse, 'blue' colour)
- Details of the actions being taken (i.e. First Aid steps or CPR).

The Educator/Nominated Supervisor/Principal/Administration Officer will act in accordance with the 000 operator's advice and also:

- Inform the parents that an ambulance has been called, and give them the name and address of the hospital the child is being taken to.
- Nominate a familiar educator to travel with the child in the ambulance to the hospital and stay with the child until the child's family arrives.
- Notify the Authorised Provider.



Incident, Injury, Trauma and Illness Policy

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- Coordinate the documentation of the incident.
 - Notify the Regulatory Authority and submit the Critical Incident Report Form within 24 hours.

NOTE: An Incident, Injury, Illness and Trauma Report is to be completed once the situation is under control. If time permits, a copy of the Report is to accompany the child to the hospital to assist the medical team treating the child. The original copy of this Incident, Injury, Illness and Trauma Report is to be kept until the child is 25 years of age.

In the case of death of a child, all documentation is to be kept until the end of 7 years after the death.