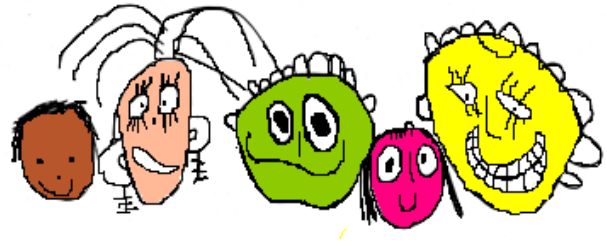


Hamilton Community Pre-School

"Where discoveries, learning and fun connect."



Information Sheets for Parents

Injury Management

Keeping children, parents, visitors and educators safe is our main priority. All precautions will be taken to prevent accidents and injuries and to minimise complications. Managing accidents and emergencies requires careful planning and reduces the likelihood of major injuries and complications from injuries.

Hamilton Community Preschool Educators have a duty of care to act to prevent accidents and emergencies at the service. With many policies and procedures in place in the event that any person is injured, become ill or suffers trauma. As for children, Educators follow procedures and must include the requirement that a parent/guardian be notified in the event of an incident, injury, illness or trauma relating to their child.

If an injury requires first Aid an Incident /Accident Report Form will be completed immediately and given to parent to sign. They will be given a copy of the report and the Register of Injuries will be completed. The Injury Report Form will be placed in the child's folder and kept by law for 25 years.

Work, Health and Safety covers many areas within our field of work. This includes, appropriate supervision and assistance, correct procedures and work practices, maintenance of up to date information on the prevention of risks or accidents and the maintenance of equipment, grounds and facilities. For the protection and safety of the children, educators, parents and visitors who attend Hamilton Community Pre-School educators, complete WH&S checklists and Audits regularly to minimise risks in the indoor and outdoor environment. Any risks are attended to immediately.