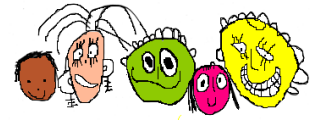


# Hamilton Community Pre-School

"Where discoveries, learning and fun connect"



## Information Sheets for Parents:

### *Injury Management*

#### **National Quality Standard – Quality Area 2**

Element 2.1.2 – Health Practices and Procedures – Effective illness and injury management and hygiene practices are promoted and implemented.

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 Pre-School educators have a duty of care to act to prevent accidents and emergencies at the service. We have many policies and procedures in place in the event that any person is injured, become ill or suffers trauma, that educators must follow as well as supervision plans for the outdoor area.

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. Parents will be asked if they would like a copy of the report and the Register of Injuries will be completed, this register ensures that a injury audit is completed at the end of each semester so educators can revise policies, plans etc. to minimise areas of injury. 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, risk assessments and Audits regularly to minimise risks in the indoor and outdoor environment. Any risks are attended to immediately.