



# DEALING WITH A HEAD OR FACIAL INJURY POLICY

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. Children often bump their heads when engaging in play and exploration and it can be difficult to determine if the injury is considered serious or not. Kensington Community Children's Co-operative (KCCC) considers any knock to the head to be assessed as a head injury.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
S.167	Offence relating to protection of children from harm and hazards
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy



97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

## RELATED POLICIES

Administration of First Aid Policy Child Safe Environment Policy Closed-Circuit Television System (CCTV) Policy Dealing with Medical Conditions Policy Emergency and Evacuation Policy Enrolment Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Occupational Health and Safety Policy Supervision Policy
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## PURPOSE

Kensington Community Children's Co-operative (KCCC) has a duty of care to provide and protect the health and safety of children, educators, and visitors of the Service. This policy aims to support educators to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of a head injury
- Ensure injured persons are stabilised and comforted until medical assistance intervenes
- Relieve pain if possible
- Monitor injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve



*'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.'* (Safe Work Australia).

## SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, persons with management and control, management, students, volunteers and visitors of the KCCC.

## IMPLEMENTATION

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

## THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL:

- ensure obligations under the *Education and Care Services National Law and National Regulations* are met
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
- ensure all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- ensure there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements
- ensure families are aware of this *Dealing with a Head or Facial Injury policy*
- take every reasonable precaution to protect children at KCCC from harm and/or hazards that can cause a head or facial injury
- ensure that at least one educator, staff member or nominated supervisor who holds a current ACECQA approved first aid qualification are in attendance and immediately available in an emergency at all times the service is providing education and care to children [Reg. 136]
- ensure staff maintain current ACECQA approved first aid qualification every 3 years and renew cardio-pulmonary resuscitation every 12 months
- plan and review the staff roster to ensure all first aid qualification requirements are always met
- appoint a nominated first aid officer



- ensure a risk assessment is conducted prior to an excursion or regular outing, to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]
- provide and maintain an appropriate number of up-to-date, fully equipped first aid kits, that meet Australian Standards [Reg. 89]
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- provide and maintain a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
- ensure that first aid training details are recorded and kept up to date on each staff member's record
- ensure that families/parents are notified as soon as practicable if their child has sustained or is suspected of sustaining a head or facial injury at KCCC and that details are recorded on the Incident Record on the Playground App or the Xplor Home App for parents/guardians accurately [Reg. 86, 87]
- continue to closely monitor the child's symptoms and advise parents for seek medical advice if the child is having any symptoms or if they develop further symptoms of head trauma
- call an ambulance (000) immediately if the child is displaying moderate to or severe head injury symptoms
- ensure the regulatory authority is notified within 24 hours if a child sustains a serious head or facial injury at KCCC [Reg. 12, 176]
- ensure that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of KCCC
- keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- ensure parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid
- ensure parents/guardians provide written consent for the approved provider, nominated supervisor, management or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital [Reg. 161(1)(a)]
- Consider the imperative for a review of serious incidents via the *Closed-Circuit Television System (CCTV) in line with the CCTV Policy.*



### EDUCATORS WILL:

- sign via Employment Hero to confirm they have read and understood the *Dealing with a Head or Facial Injury Policy* and *Head or Facial Injury Guide and Procedure*
- implement appropriate first aid procedures, when necessary, by adhering to the KCCC's *Administration of First Aid Procedure* and *Head or Facial Injury Guide and Procedure*
- maintain current ACECQA approved first aid qualification every 3 years
- renew cardio-pulmonary resuscitation every 12 months
- ensure that all children are adequately supervised and are moved away from the incident while providing first aid and comfort for a child involved in an incident or suffering trauma
- notify approved provider, nominated supervisor, management and family/parents of any head or facial injuries at KCCC as soon as practicable
- ensure that the details of any incident requiring the administration of first aid are recorded on the Incident Record on the Playground App or the Xplor Home App for parents/guardians accurately
- continue to closely monitor the child's symptoms and advise parents for seek medical advice if the child is having any symptoms or if they develop further symptoms of head trauma
- call an ambulance (000) immediately if the child is displaying moderate to or severe head injury symptoms
- ensure to follow up and document the child's wellbeing
- ensure that children who may have witnessed a serious incident are supported and debriefed following the incident.
- conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]
- encourage families to seek medical attention for any kind of head or facial injury, moreso for children with underlying medical conditions

### FAMILIES WILL:

- read and comply with the policies and procedures of KCCC
- sign KCCC records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- notify KCCC upon enrolment of any specific health care needs of their child - including medical conditions and allergies



- provide KCCC with a medical management plan for their child if required and ensure these are kept up to date at all times
- provide written consent (via the enrolment record) for service staff to administer first aid
- provide written consent for the approved provider, nominated supervisor, management or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital
- be contactable, either directly or through emergency contacts listed on the child's enrolment record
- notify educators of any change in condition of their child's health that may impact the child's care and require the administration of first aid (ACECQA, 2021).
- Provide KCCC with a medical clearance in writing from a medical practitioner where a concussion has been confirmed

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Dealing with a Head Injury Policy* will be reviewed on an annual basis and as required in consultation with children, families, staff, educators and management.

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Administration of First Aid Procedure Head Injury Guide and Procedure	Incident, Injury, Trauma or Illness Record Incident Injury Report Register
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## SOURCES

Australian Children's Education & Care Quality Authority. (2024).  
 Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).  
 Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- [Administration of First Aid Policy Guidelines](#)  
 Childcare Centre Desktop (2024).  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023)  
 Safe Work Australia First Aid in the Workplace Code of Practice: [First Aid in the Workplace](#)  
 Safe Work Australia Legislative [Fact Sheets First Aiders](#)  
 St John Ambulance Australia [Emergency First Aid](#)  
 The Royal Children's Hospital Melbourne (2023). [Head injury- general advice](#)  
 The Royal Children's Hospital Melbourne (2021). [Head Injury](#)  
 The Royal Children's Hospital Melbourne (2023). [Head injury- return to school and sport](#)  
 The Royal Children's Hospital Melbourne (2020). [Cuts, grazes and lacerations](#)  
 Murdoch Children's Research Institute (2024). [Head Check App](#)



## REVIEW

POLICY DEVELOPED BY	Megan Newton	Service Support Manager	17/10/2024
POLICY DEVELOPED	OCTOBER 2024	NEXT REVIEW DATE	OCTOBER 2025
ENDORSED BY	KCCC Board	ENDORSEMENT DATE	28/10/2024
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