

Injury Management and Rehabilitation Policy

Flinders Children's Centre and Tji Tji Wiltja Preschool and DECD are committed to providing a safe and healthy work environment for its staff, students, contractors, volunteers and visitors.

Injury prevention and injury management is of high importance at this site.

OHS&W practices at Kindergarten,

- Comply with legislative requirements and departmental OHSW and Injury Management policies and procedures
- Consider injury prevention and management
- Ensure so far as is practicable that the workplace is in a safe condition
- Ensure that all staff are appropriately trained including Asthma, Anaphylaxis and First Aid.
- Inducts all persons coming on-site about OHS&W and injury Management policies and procedures
- Ensure that accidents/ incidents are reported and investigated
- Support the injured person in rehabilitation.

Student injuries or illness.

Students who are injured at Flinders Children's Centre and Tji Tji Wiltja Preschool will be attended to by a trained adult. The child will receive

- Reassurance
- Injuries will be tended to according to the injury or illness.
- The child will rest as required.
- Treatment will be recorded on the first aid log.
- Parents will be called immediately if necessary or informed at the end of session. (Notification forms are in the First Aid log folder.)
- If the injury is severe the child will be settled and an ambulance will be called.
- Parents will be notified.
- If a parent cannot be contacted and supervision of the other children allows a staff member will travel with the child.
- Where the child requires medical treatment it will be recorded on the DECD online Injury and Response Management System.

Created: January 2013

Reviewed: February 2018

Approved by Governing Council:

Review Date: January 2019

Chairperson

February 2018