



Policy No: CE-POL-01/3/2013

# Accident Prevention Policy

## 1 Purpose:

Children have a right to be kept safe. Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. (NQS Element 2.3.2)

## 2 Scope:

Approved provider (at this site there are 2 Approved Providers-DfE and the Management Committee)  
Nominated Supervisor  
Responsible Person  
Educators & staff  
Families & children  
Students & volunteers

## 3 Supporting Documents:

National Quality Standards QA2  
[Incident, Injury, Illness & Trauma Policy](#)  
[Emergency Evacuation Procedure](#)  
[Equipment Policy](#)  
[Medication Policy](#)  
[Procedure for administering medication](#)  
[Supervision of Children Policy](#)  
[Work Health & Safety Policy](#) (DfE)  
[Water Safety Policy](#)  
Outdoor Environment Checklist

## 4 Policy Details:

Children have a right to be protected from possible or potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment. (NQS QA 2, p74)

**Custodian:** Management  
Committee

**Custodian Contact:**  
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**Version No:** 3

**Approved By:**

Alison Cooksley

Acting Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:** 9/12/2020

**Next Review Date:** 9/10/2023

**Supersedes:**

Accident Prevention Policy

Version 2.1

The following topics will be taken into consideration when evaluating accident prevention:

- Supervision of children
- Chemical use/storage
- Fire and Electrical Safety
- Outdoor environment
- Medication Procedures
- Toy safety
- Risk Assessments conducted with staff and children

## 5 Procedures:

### Supervision of children

**Effective supervision is the best way to minimise accidents occurring.**

Effective supervision means that an educator can respond immediately, including when a child is distressed or in a hazardous situation. It requires teamwork and good communication between educators.

Effective supervision requires a combination of observation and engagement. Educators need to assess and respond to children's supervision needs in conjunction with engaging with children to promote quality learning experiences.

Refer to [Supervision of Children Policy](#) for more information

### Chemical Safety

All chemicals, cleaning and other products and medications are labelled and stored out of reach of children.

MSDS will be reviewed annually as per ChemWatch

### Fire and Electrical Safety

Emergency Exit procedures are displayed and practice drills are conducted on a quarterly basis in co-ordination with Enfield Primary School and CaFHS.

A Preventative maintenance Schedule is in place for the following:

- Fire extinguishers & exit lights.
- Electrical appliance testing and tagging
- Electrical circuit breakers

Staff regularly update Fire safety Training

Power points not in use are fitted with protective plugs.

## **Outdoor Environment**

Regular safety inspections and preventative maintenance will be conducted as per the maintenance schedule

Outdoor environment inspections will be conducted & documented each morning prior to children going out to play.

Risk Assessments will be conducted and reviewed with staff and children.

Plants that are considered poisonous or harmful to children are not planted in our outdoor environments.

## **Medication Safety**

Educators will only administer medication to children that is prescribed and labelled by a doctor or pharmacist. Medication must be in the original pharmacy container and parents must complete a Medication Record form in detail.

Two educators will administer the medication in accordance with the Centre's [Procedure for Administering Medication](#)

*Children should not be administered a first dose of a new medication at the Centre due to the dangers of an adverse reaction. The first dose of any new medication should be administered and monitored by a parent at home, or by a health professional.*

Refer to [Medication Policy](#) for more details

## **Toy & Equipment Safety**

All new equipment that is purchased will be checked against Australian Safety Standards. Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition.

Refer to [Equipment Policy](#) for more information

## **Water Safety**

Children must be actively supervised at all times when having access to any water hazards. A water hazard is defined as anything that can hold 5cm of water and fit a child's nose and mouth. When children are taken on an excursion to swim or where there is a significant water hazard, educators are to conduct a risk assessment prior to the excursion.

## **6 Related Legislation and Regulations**

Reg 97 Emergency and evacuation procedures  
Reg 103 Premises, furniture and equipment to be safe, clean and in good repair  
Reg 168 Education and care service must have policies and procedures  
*Work Health and Safety Act 2012*  
*Work Health and Safety Regulations 2012*

## 7 Definitions of Terms:

<b>CaFHS</b>	Child and Family Health Services
<b>ChemWatch</b>	A database, which provides detailed information on hazardous chemicals
<b>MSDS</b>	Material Safety Data Sheet

## 8 References:

ACECQA Guide to the National Quality Standards 2011

DE Work Health and Safety policy 2016

KIDSAFE, Child Accident Prevention Foundation of Australia, Fact Sheet “Poisonous Plants” accessed online 7/10/20 at url:

[www.kidsafewa.com.au/literature\\_151521/Poisonous\\_Plants\\_Fact](http://www.kidsafewa.com.au/literature_151521/Poisonous_Plants_Fact)

## 9 Reviewing Strategy and History:

Review will be conducted every 3 years to ensure compliance with this procedure

<b>Version No.</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Review Notes</b>
1	Staff and Management Committee	Maud Giles Chairperson	1/5/13	Policy brought into new format Minor changes
2	Staff and Management Committee	Josephine Salisbury Chairperson	22/7/15	Updated referencing Major changes including: statements from other policies replaced with hyperlinks to those policies. Rewording of Purpose and policy details Review notes added to Review strategy template
2.1	Staff and Management Committee WHS working group	Scott Dolman Chairperson	17/5/17	Updated referencing & Review history Inserted Section 6 Minor wording changes
3	Educators Parents Management Committee	Alison Cooksley Acting Chairperson	9/12/20	Inserted wording from other linked policies- supervision of children; medication safety; toy safety. Updated referencing & Review history