

Emergency and Evacuation Policy

Rationale

All children and employees within the service have a right to a safe environment that is free from hazards that may cause harm or injury. The Education and Care Services National Law Act 2010 requires a service to take reasonable care to protect children from foreseeable risk of harm, injury or infection.

Legislation and Government Requirements

Federal and State Health and Occupational Safety & Health Legislation

Education and Care Services National Law Act 2010 (Vic)

Education and Care Services National Regulations

Policy Statement

Our service aims to provide a safe environment for children to explore and learn free from hazard or harm. In the event of an accident, appropriate first aid will be applied by suitably trained staff. If an emergency or natural disaster occurs at our service staff and children will be practised in the required emergency procedures to ensure as much as is possible the safety and wellbeing of those in attendance.

Strategies for Policy Implementation

- An emergency evacuation floor plan and instructions will be clearly displayed near the main entrance and in each room. The procedure will be followed by educators/co-ordinator/finance officer in the event of fire, natural disaster or other emergency.
- A risk assessment to identify potential emergencies will be conducted by the co-ordinator.
- Families will be provided with an emergency evacuation plan on request
- Each educator will be provided with a plan at induction and will be reminded of the plan during staff meetings and at regular intervals.
- Safety drills will be practised randomly and recorded on and Evaluation of Emergency Evacuation Form. These forms will be kept for 3 years from the day the record was made.

Evacuation out of the centre

- * leak, fire, snake, unwelcome visitor, intruder or earthquake
- * The service plan includes;

- * a safe assembly area away from the building and access areas for emergency services
- * a second safe area should the first be deemed unsafe
- * unobstructed routes suitable for all ages
- * emergency pack with items such as first aid
- * nominates who collects the booking sheets/roll, emergency contact numbers/staff roster to ensure all are present
- * maintain a current list of emergency contacts
- * determine who will phone for emergency services/who will check the building is empty
- * how the children will be supervised in the assembly area

Evacuation into the centre

- * Evacuation of the centre may be required for several reasons including bee swarm, rioting, snake or threatening person
- * Where this situation arises bringing the children into the service in order to ensure their safety the nominated supervisor/educators will; sound a whistle 5 times and gather the children together into the building in a safe manner, collect attendance, staff rosters and emergency contact numbers. The co-ordinator will check all staff and children are present. Staff will then lock doors to secure the building.
- * The co-ordinator will then contact police advising them of the situation.
- * Staff on their lunch breaks also assist with the evacuation and be accounted for.

Fire

- * Fire equipment will be installed and serviced every 6 months. (Australian Standard 2444)
- * Staff will only attempt to put out the fire if safe to do so and the fire is very small. The children should also be evacuated from the area of the fire.
- * Smoke detectors should be installed in accordance with the manufacturer's instructions.
- * The co-ordinator will inform emergency services on arrival and no-one will re- enter the building unless advised to do so by the officer in charge.

Any unwelcome or abusive visitor/intruder will be asked to leave and refusal will necessitate the co-ordinator calling the police.

Accidents

- Parents/guardians are required to provide written authority (included in the enrolment form) to seek medical attention for their child if required.

- When a minor accident occurs at the service educators that are qualified in first aid will: assess the injury, attend and apply first aid, clear the area so no-one comes into contact with bodily fluids, use gloves, contact parent/guardian if required and fill out an accident form to inform parents/guardian in full detail.
- If more serious, and ambulance will be called. The co-ordinator will provide the child's medical record for the ambulance officer. A full report will be detailed on the accident/injury report form and parent/guardian will be asked to sign this report.
- The co-ordinator will contact the parents and in a calm manner explain what has happened. An educator will then accompany the child in the ambulance. Relief staff will be called into the centre to replace the staff member.
- The co-ordinator will contact the approved provider to advise them of the steps taken.
- In the case of a death the police should be contacted, regulatory authority notified (within 24 hours) and other parents should be contacted to collect their children. Counselling should be offered at this time.
- A debrief for all staff should be held to provide information about trauma counselling.
- Insurance should be notified and provided with the detailed report.
- All costs should be met by the parents and the service.
- The co-ordinator will evaluate accident forms each month and discuss at staff meetings.

First Aid

- At least one staff member with first aid should be on the premises at all times and
- At least one staff member should also have anaphylaxis training and emergency asthma training
- At least one first aid kit should be maintained on the premises in a locked cupboard easily accessed by staff. This kit should be fully equipped and checked regularly.
- A cold pack should be kept in the freezer for bruises and strains.
- First aid should be administered by qualified first aiders and these qualifications should be updated as required.

Links to procedures

- Accident/Illness/trauma report
- Accident plan
- First aid box checklist
- Accident Evaluation Form
- Emergency Evacuation Procedure

Links to Other Policies

- Health, Hygiene and infection Control
- Medications and Medical Conditions
- Occupational Safety and Health
- Sun Protection
- Supervision

Sources

Staying Healthy in Child Care

Fire Association

St John Ambulance

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