

SYDNEY CRICKET AND SPORTS GROUND TRUST

WORK INSTRUCTION

NUMBER: MEM- 7.1.2

TITLE: INCIDENT REPORTING AND FIRST AID PROCEDURE

WORK AREA: STADIUM CLUB- Child Minding

RESPONSIBILITY: STADIUM CLUB- Child Minding Staff

TRUST CONTACT: STADIUM CLUB MANAGER

INSTRUCTION:

- On discovering an incident, assess the situation and address appropriately according to the situation: ie administer First Aid, reassurance, inappropriate child behaviour.
- Inform other Stadium club staff of the incident and ask for assistance if required; including the other Child-minding staff member and request that Stadium Club staff contact the parent.
- If an ambulance is required call "000" immediately.
- Follow the incident through until all issues have been resolved or administer appropriate First Aid until an ambulance arrives.
- Complete the double-sided Incident Report form on the spot if possible or immediately following the incident. (Incident Report Procedure forms are found in the supervisor's office in the trays.
- Completed forms to include all details including any witness information. Don't be complacent.
- Inform the parent upon collection of the child of any minor incidents during the child's stay or any changed behaviour that needs to be reported.
- Input the Incident into the online Rapid Induct system
- Restock First Aid kits or Resuscitation packs if they have been used. Order new oxygen bottles if supplies have been depleted.
- Return all First Aid or rescue equipment to its original storage area.

RELEVANT WORK INSTRUCTION OR POLICIES:

- It is Trust Policy that all incidents are immediately reported into Rapid Induct within 24hrs of the incident.
- All Stadium club incidents requiring First Aid treatment are to be documented on an incident report form and reported

FIRST AID and RESCUE EQUIPMENT

- There is 1 portable first aid kit in the child-minding facility storeroom as well as a full first aid kit, oxy-viva and defibrillators at reception if required (cupboard under towels and in the Supervisors Office).
- Report all stock used in a first aid incident so that the appropriate supervisor can order more.
- An Oxy-viva is located under the towels as well, as well as spare full oxygen bottles.
- Wheelchair is located at the end of the hall outside the Manager Office.
- Defibrillators are available at reception

REPORTED ILLNESSES

- If a parents reports an contagious illness such as hand, foot and mouth disease and the child that is infected attended the child minding facility during a time they may have been contagious The Stadium Club Child Minding Team will print a sign with this information on it and place it at the sign in desk for parents to read. Child Minding staff will also call parents of those who attended the same session as the child to make them aware.