



# Accidents, Incidents and Emergency Policy

Indooroopilly Montessori Children's House

Date: March 2004

Dates Reviewed: March 2006, Oct 2007 Feb 2008, May 2009,  
**August 2009**

## Policy Statement

Indooroopilly Montessori Children's House is committed to providing appropriate workplace training, information, policies and procedures in order to reduce the likelihood of the occurrence of potentially emergent circumstances.

## Rationale

Indooroopilly Montessori Children's House recognises the importance and has a duty of care to develop procedures to minimise accidents/incidents and provide guidance for staff in their daily practice and during emergencies, in accordance with recommendations from recognised Health and Specialist authorities.

Staff and children need to have well practised evacuation procedures in place and information regarding accidents and emergencies needs to be located in appropriate places around the Centre for staff, visitors and parents.

## The Centre aims:

For accident and emergency procedures to be in accordance with current guidelines from recognised health authorities.

## Stakeholder Responsibilities

### **1. Management will ensure that:**

- ◆ Regular fire, lockdown and emergency drills are undertaken.
- ◆ The appropriate number of fire safety officers is selected and participate in scheduled drills.
- ◆ Fire and emergency drills are evaluated to ensure that they are effective.
- ◆ Training opportunities in fire safety and emergency evacuation and lockdown situations are arranged for all staff.
- ◆ Emergency equipment is selected, installed and maintained in accordance with legal responsibilities.
- ◆ A regular and systematic safety inspection of all emergency equipment is undertaken.
- ◆ Evacuation floor plans and the procedure for evacuation are located near the exit of each classroom and in the foyer.
- ◆ Supply and maintain the first aid kits

- ◆ Staff are provided with:
  - Documentation regarding the Centre's Fire / Lockdown / Emergency procedures.
  - Adequate opportunity to undertake appropriate training in emergency related tasks (eg fire extinguisher use).
- ◆ Parents are:
  - Informed of procedures for accidents and emergencies through suitable notices located in appropriate locations around the Centre.
  - Provided with relevant information e.g. CPR pamphlets as information becomes available to the Centre.

**2. Centre staff will ensure that they:**

- ◆ Acquaint themselves with documentation (policies, procedures, signage and other relevant information) provided by Management.
- ◆ Participate in staff training with regard to emergency procedures.
- ◆ Participate in fire training to help reduce or prevent the outbreak of fire (including the use of fire equipment).
- ◆ Within the programme of activities, discuss safety issues with children before, during and/or after a fire/evacuation drill.
- ◆ Complete their duties in accordance with the relevant centre policies and procedures.
- ◆ Keep their emergency contact telephone details up to date at all times.
- ◆ Record and document any accidents or incidents at the centre in accordance with the **Accident / Incident and Reporting Procedure**.

**3. Parents will ensure that they:**

- ◆ Acquaint themselves with documentation (policies, procedures, signage and other relevant information) provided by the Centre.
- ◆ Keep their emergency contact telephone details up to date at all times.
- ◆ Sign any accident / incident forms, if one has been written for their child.

**All Procedures relevant to this Policy are located at Section 4 of the IMCH WH&S Manual**

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**Sources**

Early Years Training Group  
 Indooroopilly Montessori Workplace Health and Safety Manual  
 Enhancing Children's Development, Dau 2004  
[www.kidsafe.com.au](http://www.kidsafe.com.au)  
 When Things go Wrong Managing Critical Incidents in Children's Services 2001

**Principles: 5.1, 5.2, 5.4, 5.5.**