

Managing Trauma Procedure

This procedure is to be read in conjunction with the 'Health Practices Policy'.

- In the event of a serious incident or injury that children are involved, or witness, Educators should be aware that after the incident, children may suffer from Trauma as a result of this event.
- Traumatic events may affect each child differently, and all children should be monitored for any signs of trauma.
- A child suffering from trauma may present in the first instance as 'shock' and should be treated by a trained First Aider, and professional help sought.
- If an ambulance is required, the Ambulance Action Procedure will be followed.
- The child's parents will be contacted and informed of the trauma and circumstances surrounding it.
- An Incident, Injury, Trauma and Illness Form will be completed with all relevant details of the event.
- Counselling may need to be arranged, which in the event of a traumatic event which happened within the service, will be arranged by the Centre Manager as soon as reasonably practical.
- In the event of a trauma which occurred outside the service, the child's parents will be called into a meeting to discuss the trauma and develop a management plan.
- Ongoing management of the trauma may be necessary in the following weeks or month depending on the severity, and will be managed in collaboration with the child's parents and any advice from medical professionals.
- Staff will be briefed as required of the trauma and any ongoing management practices that have been put in place.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1.1

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