

Procedure in Case of Car Accident While Transporting Children

If an educator is transporting children and there is a car accident, the following procedure must be followed if practicable.

Ensure that you have the Emergency Plus app downloaded on your phone which will indicate your exact location.

Ensure that you have your first aid kit in the car prior to taking children on outings.

Ensure you have details of the children and their emergency contacts with you in the car

Understand that these steps may vary depending on the specific circumstances of the accident e.g. if you or any other parties are seriously injured gathering information will have to wait

Stay calm and reassure children

- ✓ Check for danger
- ✓ Send for help
- ✓ Ring ambulance
- ✓ Ring police Ring Collective FDC Office
 - Office will send out Coordinator if possible
 - Office to contact educator's emergency contact
 - Office to contact families
- ✓ Follow instructions of emergency services
- ✓ If necessary, provide first aid within your training level and ability
- ✓ If possible move car to a safe place
- ✓ Supervise children at all times and keep them in their car seats if possible
- ✓ Monitor children in case of internal injuries or injuries that may not be obvious e.g. concussion
- ✓ Be aware of your surrounds and people who offer assistance.
- ✓ Gather information from other party
 - Take photo of driver's license
 - Phone number
 - Insurance details
 - Photo of license plate
 - Take photos of damaged vehicles
- ✓ Enlist the help of a bystander if possible

Procedure in Case of Car Breakdown While Transporting Children

If an educator is transporting children and their vehicle breaks down, the following procedure should be followed if practicable.

Ensure that you have your first aid kit

Ensure that you have your emergency kit with you when taking children in the car

Ensure that you take water with you when taking children on outings

The following steps may vary depending on specific circumstances

- ✓ Put on hazard lights
- ✓ Ring for roadside assistance and inform them that you have children in the car with you
- ✓ Contact Scheme Office
 - Scheme will contact families
 - Scheme to contact educator's emergency contact if necessary
- ✓ Keep children calm and occupied i.e. sing songs, read a story
- ✓ Educator and children to stay in vehicle until roadside assistance arrives if safe to do so
- ✓ If emergency services are involved, you must always follow their directions

Review

The procedure will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Educators
- Interested Parties.

Developed: August 2018

Date for next review: August 2019