



Preschool incident, injury, trauma and illness procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 85 Regulation 86 Regulation 87	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services Incident Notification and Response Policy		
Related procedure		
Administration of first aid		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	

<p>Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Documentation</p>	<ul style="list-style-type: none"> • If a child suffers an incident, injury, trauma or illness whilst in the care of the preschool, the details are documented on an <i>Incident, injury, trauma and illness record</i>. The completed records are kept with the student's enrolment papers, securely stored in the preschool office. Blank forms are stored in a folder in the preschool office and in the portable first aid kit. • Our educators will ensure that all incidents, injury, trauma and illness are documented on the ACECQA developed template. Any incident or accident requiring first aid treatment or adult response, needs to be recorded on the form. • As soon as practical, no more than 24 hours, the record is shown to the child's parent or carer and the circumstances explained to them. They are then asked to sign the form as confirmation they are aware of the incident, injury, trauma or illness their child suffered. • In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. Depending upon the severity of the incident, or if the child is extremely unwell, preschool staff will immediately contact the family should medical attention be required. • The incident, trauma and illness records will be kept until the child reaches the age of 25 years, as with all children attending the school.
<p>Serious incidents requiring notifications</p>	<ul style="list-style-type: none"> • Serious incidents or a preschool closure due to an incident, will be reported to the principal, who in turn will contact DoE Early Learning (phone 1300 083 698) as soon as possible, who will then notify the regulatory authority within 24 hours of the incident occurring, on the SIO1form . • Serious incidents requiring notification include: <ul style="list-style-type: none"> ○ an incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which the child attended a hospital ○ an incident involving the serious illness for which the child attended or ought reasonably to have attended hospital (eg whooping cough, broken limb, anaphylaxis reaction) ○ a circumstance where a child appears to be missing or cannot be accounted for ○ a circumstance where a child appears to have been taken or removed from the service premises by a person other than their parent or authorised collector ○ a circumstance where a child is mistakenly locked in or locked out of the preschool premises ○ the death of a child

	<ul style="list-style-type: none"> ○ an emergency for which emergency services attended ○ a circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children has occurred or is occurring at the service ○ an incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring at the service ○ allegations that physical or sexual abuse of a child or children has occurred or is occurring at the service (other than an allegation raised as a formal complaint). <ul style="list-style-type: none"> ● To decide if an injury, trauma or illness is a <i>serious incident</i> when the child did not attend a medical practitioner or hospital, the following issues will be considered: <ul style="list-style-type: none"> ○ Was more than basic first aid needed to manage the injury, trauma or illness? ○ Should medical attention have been sought for the child? ○ Should the child have attended a hospital? <p>Note that all department staff complete mandatory department e-Emergency Care, CPR and Anaphylaxis training. In addition, there is always one staff member readily available who holds the ACECQA approved first aid, CPR, anaphylaxis and asthma qualifications.</p>
Injury	<ul style="list-style-type: none"> ● If a child is injured at preschool, the nearest educator on hand will assist the child by providing basic first aid (band-aids, ice-pack) and assess the situation. If necessary, this educator will call for assistance from the nominated first aider. The school office will be contacted should the injury require urgent medical attention. ● In the case of an emergency or a more serious incident or injury, the office and/or principal will be informed and depending on the severity of the situation will call an ambulance. ● Wherever possible, the educator/s attending to the injury should use their mobile phone to call the ambulance so that the phone is near the child's location and instructions from the emergency services can be followed directly. This also frees the preschool phone for calling and alerting the main school office, as well as the parents. ● Parents will be notified as soon as practical and no later than 24 hours after the occurrence. They will be requested to sign the incident record.
Trauma	<ul style="list-style-type: none"> ● A child may suffer trauma if they witness or experience something distressing or frightening. ● Children may react by becoming withdrawn, preoccupied, anxious or exhibit physical symptoms such as a headache or sore tummy. ● If a child is involved in or has been affected by a traumatic event, they will immediately be comforted and reassured by an educator. They will be given the opportunity to talk about what they experienced or witnessed. If required, they will be referred to the school counsellor or external support services. ● Parents will be notified as soon as practical and no later than 24 hours after the occurrence. They will be requested to sign the incident record.
Illness	<ul style="list-style-type: none"> ● If a child is suspected of having a potentially infectious disease, for example chicken pox, they will be isolated from other children, made comfortable and

supervised by a staff member until collected. The child will be isolated in the reading area, away from the other children, and will be monitored by staff until their parent arrives.

- If the child appears to not be well enough to participate in activities, or is suspected of having an infectious disease, their family will be contacted and asked to collect them or arrange for an authorised collector to pick up the child.
- If required, an ambulance will be called. This decision will be made by the preschool teacher who is the nominated first aider. Wherever possible, the educator/s attending to the injury should use their mobile phone to call the ambulance so that the phone is near the child's location and instructions from the emergency services can be followed directly. This also frees the preschool phone for calling and alerting the main school office, as well as the parents.
- After the child departs from the preschool, all items they came into contact with will be removed and washed so no other child comes into contact with them (e.g. equipment used, pillow, sheet).
- If a child becomes ill while at preschool, parents will be contacted and asked to collect them *as soon as possible* or arrange for their nominated emergency contact to pick them up.
- If a child has symptoms of a fever and appears unwell, their parents will be called and asked to collect them.
- The child will be made comfortable and kept under adult supervision until they recover or are collected by their parent.
- Families will be asked to keep any child who has been ill at home until they are fully recovered, particularly if they are contagious, have a severe cough or continually runny nose. Children who have had diarrhoea or vomiting in the previous 24 hours should be kept at home. A child's temperature must be normal for 24 hours before returning to preschool.
- In addition to these local procedures being readily available to parents/families, the preschool procedures followed for injuries and illnesses are also outlined to parents/carers during the preschool orientation sessions and in the Preschool Handbook distributed at orientation.
- If a child has diarrhoea at preschool their parent will be called and asked to collect them.
- If a child vomits, the educators will isolate them from the other children, monitor them and if they continue to vomit, their parent will be called and asked to collect them.

Record of procedure's review
Date of review and who was involved
5 June 2023 – Sharna Labbe, Deana Talevska, and Alex Arancibia
Key changes made and reason/s why
Added the need to outline procedures in oral and written forms to families as part of preschool orientation sessions.
Record of communication of significant changes to relevant stakeholders
Preschool staff informed of updated procedures 18.07.23 at weekly meeting SIS staff made aware of updated procedures 02.08.2023 at whole school administration meeting Families sent link via Class Dojo to updated procedures on school website 20.07.2023. Hard copies of procedures also made available to parents 19.07.2023
Due date of review
End Term 2 2024 – 5 July 2024