



Incident, injury, trauma and illness – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 85, 86, 87</p>	<p>Leading and operating department preschool guidelines</p> <p>Incident notification and response policy</p> <p>Student health in NSW schools: A summary and consolidation of policy</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services</p> <p>ACECQA's policy and procedures guidelines – Incident, injury, trauma and illness [PDF 231 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <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
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	<ul style="list-style-type: none"> • all procedures are current and reviewed as part of a continuous cycle of self-assessment. • These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Documentation	<ul style="list-style-type: none"> • If a child suffers an incident, injury, trauma or illness while in the care of the preschool, the details are documented on an <i>Incident, injury, trauma and illness record</i>.
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	<ul style="list-style-type: none"> • 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, 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"> • Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident. • Serious incidents requiring notification include: <ul style="list-style-type: none"> — an incident involving serious injury, trauma or illness 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

	<ul style="list-style-type: none"> — 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 — an emergency for which emergency services attended (other than as a precaution) — 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 the appropriate first aid (band-aids, ice-pack) and assess the

	<p>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.</p> <ul style="list-style-type: none"> • 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.
<p>Trauma</p>	<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 a staff member. 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.
<p>Illness</p>	<ul style="list-style-type: none"> • If a child becomes ill or is displaying symptoms of a potentially infectious disease, they will be separated from the other children, while kept under close supervision and made comfortable. The child will be isolated in the reading area, away from the other children, and will be monitored by staff until their parent arrives. • The SLSO will remain with the child whilst the preschool teacher supervises the remaining children. The school office will be alerted should an additional SLSO be required to assist with supervision.

- 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 do so.
- 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, for example, pillow, sheets.
- 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 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.

	<ul style="list-style-type: none"> 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.
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Record of procedure's review

Date of review	5 July 2024
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	<p>Principal: 5 July 2024</p> <p>Staff: 23 July 2024 – Weekly staff meeting</p> <p>Parents: 24 July 2024 – website and community procedure folder updated – message sent via Story Park</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>