

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. 	
Preschool supervisor	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.	
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <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. 	
Procedure		
Documentation	<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>. These are stored in a folder in the preschool office. 	

	<ul style="list-style-type: none"> • 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. For example – a head injury
<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 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 hospital ○ 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 ○ 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). • 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>Injury</p>	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. • An ambulance will be called immediately, if required. <p>Minor injury:</p> <ul style="list-style-type: none"> • Respond quickly to any incident and assess injury. • Reassure and calm the child. • Apply First Aid if needed • Monitor child • Fill in ‘Incident, Injury, Trauma and Illness’ report and inform parents on arrival that afternoon. <p>Serious Injury: If an injury appears serious, staff should:</p>

	<ul style="list-style-type: none"> • Ensure the child is not moved, if injury is to the head or neck or you are not sure. • Call an ambulance. • Ensure the school's First Aid Officer attends to the child on the accident site. • Inform the Principal and parents immediately. • Principal will notify early learning <p>Also See Bass Hill Public School First Aid Plan</p> <p><i>NOTIFY PARENTS FOR ALL HEAD INJURIES- NO MATTER HOW SERIOUS</i></p>
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.
Illness	<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, whilst kept under close supervision and made comfortable. • 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. • If a child appears very unwell or has a serious injury that needs urgent medical attention, an ambulance will be called. • 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 develops a serious illness whilst at preschool and as a result needs to attend a medical practitioner or hospital, a notification also needs to be made to Early Learning. • If a parent is called to collect a child early from preschool, the details need to be documented in the incident, injury, trauma or illness record.

Record of procedure's review
Date of review and who was involved
Term 3- week 10, 2021 – Kristen McNeill
Key changes made and reason/s why
Serious incidents requiring notifications - Taken from the Leading and Operating Guidelines Procedure document Trauma section added – Taken from the Leading and Operating Guidelines Procedure document
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Joanne Jurgeit –Preschool teacher Patricia May – Preschool SLSO
Record of procedure's review
Date of review and who was involved
Term 2- 17 June 2022 – Joanne Jurgeit
Key changes made and reason/s why
No changes required
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Patricia May – Preschool SLSO