

# Preschool Procedure

## Incident, injury, trauma and illness



<b>Current</b>	<b>Term 2 2019</b>
<b>Next Review</b>	<b>Term 2 2020</b>
<b>Regulation(s)</b>	R. 12, R.85-87
<b>National Quality Standard(s)</b>	2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines. 7.3: Administrative systems enable the effective management of a quality service.
<b>Relevant DoE Policy and link</b>	<a href="#">Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</a>  <a href="#">Injury management, health and wellbeing – includes first aid and infection control</a> (Health and Safety Directorate - intranet)  <a href="#">Reporting School accidents Policy PD/2002/0064/V04</a>  <a href="#">Incident Reporting Policy PD/2007/0362/V03</a>  <a href="#">First Aid procedures and support tools</a> (Health and Safety Directorate - intranet)
<b>Relevant School Procedure</b>	
<b>Leading and Operating a Departmental Preschool</b>	Wellbeing, page 32-33, 42
<b>Key Resources</b>	Preschool Notification Fact Sheet (PDF) <a href="#">ACECQA Incident, injury, trauma and illness record</a> <a href="#">ACECQA Notification of serious incident- SI01</a> <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a> , 5th edition. National Health and Medical Research Council, 2013

### **Minor injury:**

- 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.

### **Serious Injury:**

If an injury appears serious, staff should:

- 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

Also See Bass Hill Public School First Aid Plan

*NOTIFY PARENTS FOR ALL HEAD INJURIES- NO MATTER HOW SERIOUS*

### **Sickness**

The following general guidelines apply if a child becomes sick whilst at preschool:

- The child should be separated from the other children and made comfortable, whilst kept under supervision, for example, lying comfortably on a cushion in a quiet corner.
- If the child is not well enough to participate in activities, their family should be contacted and asked to collect them or arrange for their nominated emergency contact to do so.
- If a child appears very unwell or has a serious injury that needs urgent medical attention, an ambulance must be called
- 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.