

Incident, injury, trauma and illness – preschool procedure

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
NQS: 2.2 Regulations: 85, 86, 87	<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 (6th Edition)</p> <p>ACECQA's policy and procedures guidelines – Incident, injury, trauma and illness [PDF 231 KB]</p>

Responsibilities

School principal	<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 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	The preschool supervisor supports the principal in their role and is responsible for

supervisor	<p>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 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>. Blank <i>Incident, injury, trauma and illness record</i> forms are stored inside in the Preschool Administration Office and outside at the First Aid Station. Completed <i>Incident, injury, trauma and illness record</i> forms are stored in the individual child enrolment files located in the locked enrolment file drawer in the preschool Administration Office. As soon as practical, the record is shown to the child's parent or carer and the
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	<p>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.</p> <ul style="list-style-type: none"> • In some circumstances, the preschool educators will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. • This will occur if there are any facial or head injury or a significant injury/illness that requires medical attention. The educators also contact the Preschool Supervisor and Principal.
Serious incidents requiring notifications	<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 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 (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

	<ul style="list-style-type: none"> — 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?
Injury	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. • The Nominated First Aid Officers – Beth Cameron and Natalie O'Donnell who have the approved NQF first aid approval will administer first aid to an injured or ill child/ren. If these staff members are absent or offsite, other staff – Hannah Gibson have the approved NQF first aid approval and will administer first aid to an injured or ill child/ren. If all staff members are absent or offsite, the Preschool Supervisor and Principal will be phoned. • An ambulance will be called immediately, if required. • If deemed necessary by the Nominated First Aid Officers that an injury or illness requires medical attention the Preschool Supervisor and Principal will be phoned to attend the preschool.
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 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.

Illness

- 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.
- During outside play the ill child will be made comfortable on a mattress inside the floor to ceiling windows where supervision of the child and other children can be maintained.
During inside play the ill child will be made comfortable on a mattress in front of the teacher bench, where supervision of the child and other children can be maintained.
- 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 by the Nominated First Aid Officer or if absent or offsite the NQF approved first aiders.
- 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.

Record of procedure's review

Date of review	19/04/2024
Who was involved	Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy and Hannah Gibson
Key changes made and reason why	N/A
Record of communication of significant changes to relevant stakeholders	Principal: N/A Staff: N/A Parents: N/A 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.
Date of review	19/04/2025
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Regan O'Donnell, Jessica Hayes, Hannah Gibson and Cathy Banister
Key changes made and reason why	<ul style="list-style-type: none"> Nominated First Aid officers – Beth Cameron and Natalie O'Donnell Qualified First Aiders – Hannah Gibson
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Staff: Preschool – Microsoft Teams & Policy/Procedure Folder, all relevant educators to review at regular staff meetings.</p> <p>Parents: Reviewed copies of procedures are available to families in the family procedure folder in the foyer area, significant changes to procedures are posted on the Preschool Facebook page and School Website.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may</p>



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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.