

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 • 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.
<p>Preschool</p>	<p>The preschool supervisor supports the principal in their role and is responsible for</p>

<p>supervisor</p>	<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.
<p>Preschool teacher(s) and educator(s)</p>	<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

<p>Documentation</p>	<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>. • <i>(Where are the blank and completed records stored?)</i> Blank forms are stored inside in the Office and outside at the First Aid Station and completed forms are stored in the student files located in locked cabinet in office. • 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.
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	<ul style="list-style-type: none"> • In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. • <i>(In what circumstances does this happen? Does the Preschool or office phone the family?)</i> 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 Principal and Preschool Supervisor
<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 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?
<p>Injury</p>	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. • <i>(Who will administer the first aid? In what circumstances is the school office called?)</i> Currently four permanent educators have provide First Adi in and education and care setting certificate. If all permanent staff are offsite, the Principal will be called • An ambulance will be called immediately, if required.
<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.
<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. • <i>(Where will this be? How will the supervision plan vary to accommodate this?)</i> The ill child will be made comfortable on a mat inside window where supervision

	<p>of child and other children can be maintained.</p> <ul style="list-style-type: none"> • 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. • <i>(Who will make this decision?)</i> First Aid Officer onsite will make decision. • 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.
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Record of procedure’s review

Date of review	19/04/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Hannah Gibson, Cathy Banister and Aimee Vincent
Key changes made and reason why	N/A
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</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>

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