



## 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 <a href="#">85</a> Regulation <a href="#">86</a> Regulation <a href="#">87</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="#">Incident Notification and Response Policy</a>		
<b>Related procedure</b>		
Administration of first aid		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> <li>Notification to the regulatory authority of any serious incident, meaning an incident or class of incidents prescribed by the National Regulations as a serious incident that posed a risk to the health, safety or wellbeing of the children or staff. This notification must be provided within 24 hours of the incident.</li> </ul>	
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>reflecting on how this procedure is informed by relevant recognised authorities</li> <li>Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>	

<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Documentation</b>	<ul style="list-style-type: none"> <li>● 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 blank record sheets are situated with first aid kits and ice packs on A-Frame shelf outdoors. Completed record sheets are stored in filing cabinet in Preschool office until reviewed at stage meetings they are then filed in the child's file.</li> <li>● 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.</li> <li>● In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. This will occur if there is any facial or head injury or a significant injury/illness that requires medical attention. The Preschool educators contact the parent/carer. The Preschool supervisor and Principal are notified.</li> </ul>
<b>Serious incidents requiring notifications</b>	<ul style="list-style-type: none"> <li>● Early Learning (phone 1300 083 698) will be notified within 24 hours by School Principal of any serious incident, or a preschool closure due to an incident.</li> <li>● Serious incidents requiring notification include: <ul style="list-style-type: none"> <li>○ 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</li> <li>○ an incident involving the serious illness for which the child attended hospital</li> <li>○ a circumstance where a child appears to be missing or cannot be accounted for</li> <li>○ 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</li> <li>○ a circumstance where a child is mistakenly locked in or locked out of the preschool premises</li> <li>○ the death of a child</li> <li>○ an emergency for which emergency services attended</li> <li>○ 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</li> <li>○ 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</li> <li>○ 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).</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>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"> <li>Was more than basic first aid needed to manage the injury, trauma or illness?</li> <li>Should medical attention have been sought for the child?</li> <li>Should the child have attended a hospital?</li> </ul> </li> </ul>
<b>Injury</b>	<ul style="list-style-type: none"> <li>If a child is injured at preschool, they will be administered the appropriate first aid. Currently two permanent educators have First Aid qualifications.</li> <li>If all permanent staff are offsite, the Principal will be called.</li> <li>An ambulance will be called immediately, if required.</li> </ul>
<b>Trauma</b>	<ul style="list-style-type: none"> <li>A child may suffer trauma if they witness or experience something distressing or frightening.</li> <li>Children may react by becoming withdrawn, preoccupied, anxious or exhibit physical symptoms such as a headache or sore tummy.</li> <li>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.</li> </ul>
<b>Illness</b>	<ul style="list-style-type: none"> <li>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. The ill child will be made comfortable on a mat inside window where supervision of child and other children can be maintained.</li> <li>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.</li> <li>If required, the first aid officer onsite will make the decision whether an ambulance will be required and called.</li> <li>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).</li> </ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
20/04/22: Aimee Vincent, Cathy Banister, Beth Cameron, Michelle Woods, Andrea Lundy, Natalie O'Donnell and Julie Greedy.
<b>Key changes made and reason/s why</b>
More specific information in each area was added to all parts of the procedure in line with recommendations from Early Learning Directorate.
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

Copy and paste a new table to record each occasion the procedure is reviewed