### 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 |
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| 2.2 | Regulation [85](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg85)  Regulation [86](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg86)  Regulation [87](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/id87) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** | | |
| [Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf)  [Incident Notification and Response Policy](https://policies.education.nsw.gov.au/policy-library/policies/incident-reporting-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:   * 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:   * 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** | * If a child suffers an incident, injury, trauma or illness whilst in the care of the preschool, the details are documented on an *Incident, injury, trauma and illness record.* The blank *Incident, injury, trauma and illness* records are kept in the kitchen near the first aid cupboard in a plastic file and outside in a tub in the outdoor storage area. All completed forms are placed in each in of the individual child’s files, once reviewed during a weekly communication and reflection meeting. * 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 on collection as confirmation they are aware of the incident, injury, trauma or illness their child suffered. All families are notified and forms signed within 24 hours of the incident. * In some circumstances, such as head or bite injuries, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. | |
| **Serious incidents requiring notifications** | * Early Leaning (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:   + 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 *serious incident* when the child did not attend a medical practitioner or hospital, the following issues will be considered:   + 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** | * If a child is injured at preschool, they will be administered the appropriate first aid. The preschools delegated first aid officers administer first aid in these instances. This Educator, will then complete the *Incident, injury, trauma and illness* form with support from another educator if needed. The school office will be called if the preschool educators have had to call an ambulance. * An ambulance will be called immediately, if required. | |
| **Trauma** | * 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** | * 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. Depending on the area in which the children are learning, will determine the area where the ill child will be separated to and supervised, e.g. indoors, near literacy area on day bed, or outdoors on the day bed or in the small worlds room in the arched area. * 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 required, an ambulance will be called by an educator. The school office will then be notified. * 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). | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/3/2021 Educators and families, Virginia Jarman (Logan’s mum) |
| **Key changes made and reason/s why** |
| No major changes |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 4/11/2021 Emily Roalfe |
| **Key changes made and reason/s why** |
| Refining on new template, No major changes, minor editing to update grammar etc. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2021 with printed policy to review in detail. |