

## 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>  <a href="#">The Child Safe Standards</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.</p> <p>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> </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 includes:</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>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated 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>. Blank templates of Incident, injury, trauma and illness records can be found next to the indoor and outdoor first aid kits. A couple of templates are also kept in the emergency backpack. Completed records are stored in a locked cupboard in the preschool office.</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. The preschool teacher will phone the family if there is any bump to the head or in the event there is any incident of significant injury. They will also call them if the child needs to be taken home or to a doctor. Families will also be alerted if an ambulance has been called or if any emergency medication had to be administered.</li> </ul>
<b>Serious incidents requiring</b>	<ul style="list-style-type: none"> <li>• Early Learning (phone 1300 083 698) will be notified within 24 hours 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</li> </ul> </li> </ul>

<b>notifications</b>	<p>which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which the child attended a hospital</p> <ul style="list-style-type: none"> <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> <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. Preschool educators with first aid qualifications will administer first aid to the child. The office will be called if there are significant injuries to the child and a office staff member with first aid training will also come to the preschool to assist.</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.</li> </ul>

	<p>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>
<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 child will be taken to the bed area in the reading corner, where a blanket will be placed underneath the child and top blanket given if necessary, so they feel comfortable and relaxed. Their temperature will be taken and recorded on their Incident Illness Trauma record. Supervision will be revised to accommodate for one preschool educator to closely monitor the child's symptoms.</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, an ambulance will be called. Preschool educators with first aid qualifications will direct a staff member to call an ambulance and will assist with first aid until the ambulance arrives.</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>

Record of procedure's review
<b>Date of review and who was involved</b>
26/6/23 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Added link to the Child Safe Standards as a reference document.
<b>Record of communication of significant changes to relevant stakeholders</b>
Published on internet, communicated at staff meetings, updated copy in procedure folder
<b>Date of review and who was involved</b>
3/6/22 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Transferred to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>