

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
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</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.
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Preschool supervisor	<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"> • 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 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
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	<p>preschool office. Previous year reports are stored in archives located in strong room at school's front office.</p> <ul style="list-style-type: none"> • 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. • 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.
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

	<ul style="list-style-type: none"> — 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 — 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). <ul style="list-style-type: none"> • 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. 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. • An ambulance will be called immediately, if required.
Trauma	<ul style="list-style-type: none"> • A child may suffer trauma if they witness or experience something distressing or frightening.

	<ul style="list-style-type: none"> • 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	<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. 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. • 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. 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. • In the event that a child has a serious injury and/or is taken to hospital, follow-up phone calls will be made to the family to obtain updates and clarify the nature of the condition. This also acts as a support network for the family. • 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	18/6/25
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added that follow-up calls should be made to families in the event of a serious injury/hospitalisation.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	28/6/24
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	No changes needed at this time
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in</p>

	<p>staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	6/11/23
Who was involved	preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	26/6/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added link to the Child Safe Standards as a

	reference document.
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	3/6/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.