

# Soldiers' Settlement Public School Preschool Procedure



## Incident, injury, trauma, and illness

**Reviewed:** Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool procedures must be reviewed and updated every 12 months. This policy is due for **review in February 2022**.

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		

### Rationale

Educators work to ensure the safety of every child. However due to nature of young children accidents sometimes occur. This procedure refers to the responsibilities of staff and families in the event of illness, accident or emergency concerning a child at preschool.

### Procedure

1. All efforts must be made to ensure that equipment, furniture and resources are free from hazards. Any small item that are considered a hazard will be removed immediately to prevent injury. Any larger item that is deemed unsafe (such as furniture or structural damage), is to be reported on a "Hazard Report Form" (spare copies located in plastic sleeve on the wall above preschool office desk) and given to the principal for immediate attention. On this report staff will indicate the hazard, who is at risk, what they have already done to eliminate danger and future recommendations.
2. Educators all have current qualifications in First Aid and CPR, including anaphylaxis and emergency asthma first aid. See Administration of First Aid Procedure for more information, including the process on who to notify and how to record the incident.
3. See guidelines below for definition of a serious incident and process for notifying Early Learning of a serious incident.
4. Parents must inform staff of any changes in place of work, phone numbers and addresses so that records are up to date and parents are easily contactable in the event of illness, accident and/or trauma.
5. See Dealing with Medical Conditions Procedure for more information about handling and keeping records of illnesses.

6. See Dealing with Infectious Diseases Procedure for more information about handling outbreaks of infectious disease or headlice.
7. In the event of an injury, incident or trauma to a staff member, volunteer or student, the Principal needs to be notified and an accident report filled out and filed on premises. The injured person also needs to report an incident within 24 hours.

**Evaluation**

All procedures are followed carefully to ensure that children receive prompt attention in the case of injury, accident or trauma and that all relevant agencies are notified. As stated in the NQS, 2.2.1 - "At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard" and 2.2.2 - "Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented."

Consistent with the Education and Care Services National Law and National Regulations 2011 notifications must be made to the NSW regulatory authority.

## What is a notification?

A notification must be made to the regulatory authority if any of the following occurs at the preschool:

1. A serious incident
2. Complaints alleging that the safety, health or wellbeing of a child was or is being compromised
3. Complaints alleging the National Law has been contravened
4. An incident that requires/required the preschool to close, or reduce the number of children attending the service
5. A circumstance that poses a risk to the health, safety or wellbeing of a child attending the service
6. Proposed changes to the premises
7. Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for the the service.

If any of these occur, the Early Learning Unit must be contacted so that preschools can be supported through the notification process. The Early Learning Unit must submit the notification on behalf of the preschool.

The Guide to the National Quality Framework – page 458 has a detailed list of incidents that require notification with timeframes.

## What is a serious incident?

Incidents of a serious nature requiring notification include:

- The death of a child while attending the preschool, or following an incident while attending the preschool
- Any incident involving serious injury, trauma, or illness of a child where medical attention was sought (attendance at a doctor or hospital). For example, whooping cough, broken limb, head injury, or anaphylaxis reaction
- Any incident where the attendance of emergency services at the premises was sought, or should have been sought
- If a child:
  - appears to be missing or cannot be accounted for
  - appears to have been taken or removed from the premises in a manner that contravenes the National Regulations.
  - is mistakenly locked in or locked out of the preschool or any part of the premises.
- The regulatory authority must be notified within **24 hours** of or becoming aware of a serious incident

## How to make a notification?

To make a notification contact the Early Learning Unit on 9266 8165