



## 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.</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> <li>all staff hold current CPR and First aid qualifications.</li> </ul> <p>Documentation is stored in the tub on the shelf in the preschool office.</p>	
<b>Preschool</b>	The preschool educators are responsible for working with leadership to	



<p><b>educators</b></p>	<p>ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in the preschool, and made 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>• details of this procedure are reviewed and documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Documentation</b></p>	<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>.</li> <li>• Blank forms are kept in the Incident, Injury, Trauma and Illness folder. Completed forms are kept in the folder and filed with preschool records at the end of each term.</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 usually occurs when there has been a head injury, if the child has a significant mark caused by the injury or if it is of a more serious nature. A preschool educator will contact the parent/carer to inform them.</li> </ul>
<p><b>Serious incidents requiring notifications</b></p>	<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 which a reasonable person would require 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> </ul> </li> </ul>



	<ul style="list-style-type: none"> <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> <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>
<p><b>Injury</b></p>	<ul style="list-style-type: none"> <li>● If a child is injured at preschool, they will be administered the appropriate first aid. For basic first aid the first available educator will administer first aid. If the attending educator does not feel comfortable or the first aid required is beyond their skill then one of the first aid officers will administer the first aid. Clear communication will be maintained between all staff and support will be provided where needed. Where further support is required to administer first aid or maintain adequate supervision for all children, the office will be called and further support will be requested.</li> <li>● An ambulance will be called immediately, if required.</li> </ul>
<p><b>Trauma</b></p>	<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>
<p><b>Illness</b></p>	<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. When outdoors, they will be provided with a child's mask and made comfortable in the designated rest area under close supervision. When indoors they will be provided with a child's mask and made</li> </ul>



	<p>comfortable on a sleeping mat next to the science/nature table with bedding provided as needed. Both these locations will ensure adequate supervision can be maintained.</p> <ul style="list-style-type: none"> <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. If the preschool educators decide that an ambulance is required, one of the preschool educators will call the ambulance immediately while the other educator stays with the injured child. The office will then be called, the principal informed and further support requested.</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, mat, pillow, sheet).</li> </ul>
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<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
2/3/23 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Working within our new space led us to more efficient locations for storing records and placing unwell children.
<b>Record of communication of significant changes to relevant stakeholders</b>
<b>Published on class dojo</b>



Record of procedure's review
<b>Date of review and who was involved</b>
11/10/2022 Maree Guy, Anna Clemesha, Larissa Polak
<b>Key changes made and reason/s why</b>
Moving to new Preschool site location due to flooding rebuild.
<b>Record of communication of significant changes to relevant stakeholders</b>

Record of procedure's review
<b>Date of review and who was involved</b>
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*Copy and paste a new table to record each occasion the procedure is reviewed.*