

# Stockton Public School 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
2.1  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> pg. 43  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>  <a href="#">ACECQA Incident, injury, trauma, and illness record</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. 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>	

<p><b>Preschool supervisor</b></p>	<p>The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. These could include:</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>
<p><b>Preschool educators</b></p>	<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>
<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>. Blank ones of these are located on a clipboard on the trolley that is taken outside. Master copies and completed records are kept in the incident, injury and trauma folder that is located in the preschool office.</li> <li>• This form states the child's name, date, time and details of the illness, accident, or incident. The record must also note the action taken and by whom, be signed by the educator, witnessed by another educator, and then verified by the parents.</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 educator will contact the</li> </ul>

	<p>parent or carer immediately to notify them of an incident, injury, trauma, or illness. This is done when the child has had an incident to the head, or the child is not settling after an incident or injury.</p> <ul style="list-style-type: none"> <li>• An accident or injury report will be prepared for anything that occurs on the premises that requires first aid or is more serious.</li> <li>• The reports must be kept until the child reaches the age of 25 years.</li> </ul>
<p><b>Incident</b></p>	<ul style="list-style-type: none"> <li>• The Principal will be informed of any serious illness, accident or incidents and is responsible for any notifications.</li> <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 consider required 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> <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> </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>
<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.</li> <li>• All department staff (ongoing, temporary, and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>○ Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training</li> <li>○ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> <li>○ e-Emergency care</li> <li>○ CPR face to face training (HLTAID001)</li> </ul> </li> <li>• There is at least one staff member available on the school site, readily available at all times who holds current ACECQA approved first-aid, anaphylaxis, and asthma qualifications (HLTAID004).</li> <li>• Zoe Lantry is the Preschool first aid officer; School administration staff also hold the HLTAID004 qualification- Jill Bell and Leanne Sewell can be contacted on the phone to provide further first aid treatment if needed.</li> <li>• An ambulance will be called by the preschool educators 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. This will be in a quiet part of the room and adequate supervision is maintained.</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. The educators will contact the principal to decide if this is required.</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>
<p><b>COVID 19 Additional procedures</b></p>	<ul style="list-style-type: none"> <li>• If a child presents with symptoms, educators will contact the child's family to collect them as soon as possible. Educators will keep up to date with the latest information and facts regarding COVID 19 on the <u><a href="#">NSW Health website</a></u>.</li> <li>• The school will be informed of conformed cases of COVOD 19 if the person has been attending the school during the period that they may have been infectious. Relevant protocols, as advised by the Minister of Health, will be followed. The decision to inform the rest of the school and any other members of the community will be made case by case, depending on if there has been close contact with any person/s at the school.</li> <li>• If a child becomes ill at the preschool, they will be placed in a safe area, where staff can monitor them at all times, but they will not come in contact with other children at the service until they can be collected by a carer.</li> </ul>

**Record of procedure's review**

**Date of review and who was involved**

16/8/21- Kristyn Drewe, 16/09/2021 - Christine Hayes, 02/09/2021-Zoe Lantry, Alexis Scott and Jodie Holt

**Key changes made and reason/s why**

Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines; update and reviewed due to current lockdown and restrictions.

**Record of communication of significant changes to relevant stakeholders**