

Stockton Public School Preschool Procedure



Incident, injury, trauma, and illness

Reviewed:

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<u>Regulation 85</u> <u>Regulation 86</u> <u>Regulation 87</u> <u>Regulation 168 (2)(b)</u>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • Reporting School Accidents Policy PD/2002/0064/V04 • Incident Reporting Policy PD/2007/0362/V03 • Emergency management procedure • First aid information • Preschool notification fact sheet (attached below) 		
<p><i>Resources:</i></p> <p><u>ACECQA Incident, injury, trauma and illness record</u></p>			
<p><i>Add statements here to document your local procedures. Some points to address are;</i></p> <ul style="list-style-type: none"> • What you do when a child becomes ill at preschool, as well as if this child is suspected of having an infectious disease • Steps taken when an incident occurs • Note that all department staff complete mandatory department e-Emergency Care, CPR and Anaphylaxis training. In addition, there is always one staff member readily available who holds the ACECQA approved first aid, anaphylaxis and asthma qualifications • Processes for calling emergency services • Method used to record <i>incidents, injury, trauma and illness</i>, as well as the storage of these documents. • Method and timeframe for notifying families in the case of an incident, injury, trauma or 			

illness

- Definition of a serious incident and process for notifying Early Learning of a serious incident (see guidelines below)

The staff are responsible for:

- Providing first aid and comfort for the child as required.
- Recording details of any accident, injury or illness in the accident, injury and illness book.
- Notifying the parents/guardians either immediately after the accident, or when they collect their child from the Preschool, depending on the severity of the accident and the emotional state of the child.

Procedures for handling emergency medical situations or accidents

The staff are responsible for:

- Administering first aid and providing care and comfort prior to the parents/guardians or ambulance arriving.
- Implementing the child's current medical management plan if provided as part of the child's enrolment,
- Calling an ambulance if necessary.
- Notifying parents/guardians, as soon as is practicable, of any serious medical emergency, accident or injury concerning their child, and requesting the parents/guardians make arrangements for the child to be collected from the Preschool as soon as possible or informing parents/guardians that an ambulance has been called.
- If the parents/guardians are not contactable, notifying other person(s) as authorised on the child's enrolment form.
- Ensuring ongoing supervision of all children.
- Where an ambulance is required and the parents/guardians are not present to accompany the child, a staff member will accompany the child to the hospital
- Recording a report in the accident, injury and illness book.

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 at 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