



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 85 Regulation 86 Regulation 87	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services Incident Notification and Response Policy`		
Related procedure		
Administration of first aid		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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. 	

<p>Preschool supervisor</p>	<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 includes:</p> <ul style="list-style-type: none"> ● analysing complaints, incidents or issues and what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised 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.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership 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 the preschool, and it is accessible to all staff, families, visitors and volunteers ● active involvement in the review of this procedure, as required, or at least annually ● the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Documentation</p>	<ul style="list-style-type: none"> · 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>. This document is located on the kitchen bench in the 'Incident, Injury, Trauma and Illness record book'. Completed forms remain in this book until the end of the year when it is scanned to keep a digital copy and the physical copy is sent to the school lockup for storage. · 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. Immediate phone calls made by preschool staff to parents will occur: <ul style="list-style-type: none"> - if the child has bumped their head, - if it is a serious incident, - If parents have expressed that they would like to be notified for any reason.

Serious incidents requiring notifications

Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident.

What is a serious incident at Preschool?

- Serious incidents requiring notification include:
 - an incident involving serious injury or trauma to a child which a reasonable person would consider required 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
 - the death of a child
 - an emergency for which emergency services attended
 - 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).
- To decide if an injury, trauma or illness is a *serious incident* when the child did not attend a medical practitioner or hospital, the following issues will be considered:
 - 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?

CPS Serious Incident Procedure

1. One educator will stay with the child and give comfort/first aid/care, whatever is required.

	<ol style="list-style-type: none"> a. In the case of infectious disease, please refer to 'Dealing with Infectious Disease' procedure. 2. Ring emergency services 000 (if required) or contact the front office 200 to contact emergency services and notify the nominated supervisor. 3. Preschool staff notify the nominated supervisor (Executive Principal) of the incident. 4. The nominated supervisor will quickly gather details and notify parents/carers. 5. In the case of an incident, the preschool teacher and nominated supervisor must complete the ACECOA Incident, injury, trauma and illness record within 24 hours. The incident, injury, trauma and illness record contains most of the information that the Early Learning Unit will need to make a notification. Additional information required includes; the phone number of a parent or guardian, a description of the child's condition (if known) and any follow up strategies taken in response to the incident, injury, illness or trauma in the additional notes section. It is helpful to include the child's expected return to preschool. 6. The nominated supervisor of the Preschool will also directly call the NSW DET Early Learning Unit (as the service provider) on 1300 083 698 to make the notification. An email must also be sent to earlylearning@det.nsw.edu.au which includes the incident, injury, illness and trauma record. 7. The Early Learning Unit, as the provider, will make the appropriate notification to the NSW Regulatory Authority (NSW Department of Education) 8. The nominated supervisor will also notify the Incident Support/Support Hotline on 1800 811 523. 9. The incident will be added to Sentral as a medical incident/anecdotal, if appropriate and include a copy of the incident, injury, illness and trauma record. Include any correspondence with Early Learning.
<p>Injury</p>	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid. This will be administered by the preschool designated first aid officer. If a second opinion or more support is required the school first aid officer will also be called to support. • An ambulance will be called immediately, if required and parents notified.
<p>Trauma</p>	<ul style="list-style-type: none"> • A child may suffer trauma if they witness or experience something distressing or frightening. • 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 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.

Illness

A child arrives to Preschool unwell

- If a child arrives at preschool obviously unwell, an educator will discuss the child's condition with their parent or carer. They will ask about the symptoms the child has had and if they have vomited in the last 24 hours. If the child has had symptoms of illness or has vomited in the last 24 hours the parent will be asked by the educator to take their child home until they are well.

A child Becomes Unwell at Preschool

- If a child is not well enough to participate in preschool activities, becomes ill whilst at preschool, or is displaying symptoms of a potentially infectious disease, they will be moved away from the other children in a section of the main room or in the preschool meeting room (if complete isolation is required). They will be kept under close supervision by a preschool staff member or the school First Aid Officer and made comfortable. The child's temperature will also be taken at this point.
- All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with the items (e.g. pillow, sheet).
- The child's parent or carer will be contacted by the Preschool Teacher. If a parent/carer is unable to be contacted, the alternative contact person named on the enrolment form will be called. The parent/guardian will be informed of the child's symptoms and asked to collect their child in certain circumstances. Circumstances that require the child to be collected from preschool are infectious disease symptoms, the child is lethargic and generally unwell, the child has vomited or the child has a temperature of 38 degrees celsius or above.
- An ACECQA Incident, injury, trauma and illness record must be completed for the ill child.
- If a child appears very unwell and the Preschool First Aid Officer decides that the child needs urgent medical attention, an ambulance will be called by the preschool staff and the school front office will be informed of the call immediately after. The Executive Principal will be informed of the call by the office staff. Parents will also be notified that the ambulance has been called. If an ambulance has been called the incident becomes a serious incident and the serious incident procedure must be followed.

For more information refer to the CPS Preschool Dealing With Infectious Diseases Procedure.

Record of procedure's review

Date of review and who was involved

22/6/2021 Carolyn Jones, Leanne McMaster, Natalie Kenny, Shiralee Robinson and Annette Thomson

Key changes made and reason/s why

Format was changed to make the procedure more comprehensive and in line with the Leading and Operating Department Preschool Guidelines.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

20/7/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown and Belinda McAlpine

Key changes made and reason/s why

Additional steps have been added to the serious incident section. These are step 6 when contacting Early Learning and step 9 documenting the injury as a medical incident on Sentral.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

16/8/23 Carolyn Jones, Annette Thomson, Leanne McMaster, Miriam McKeown and Shiralee Robinson

Key changes made and reason/s why

Fixing links and editing

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.