

Casino West Public School Preschool

Localised Procedure



Incident, Injury, Trauma and Illness

Reviewed: 02/06/2021 Next Review: 02/06/2022

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Preschool Guide reference	School policy or procedure, where applicable
<p><u>Regulation 85</u></p> <p><u>Regulation 86</u></p> <p><u>Regulation 87</u></p> <p><u>Regulation 168 (2)(b)</u></p>	<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/V 01 • Reporting School Accidents Policy PD/2002/0064/V 04 • Incident Reporting Policy PD/2007/0362/V 03 • Emergency management procedure • First aid information <p>Preschool notification fact sheet (attached below)</p>	<p>2.1.2: Health practices and procedures</p> <p>Effective illness and injury management and hygiene practices are promoted and implemented.</p> <p>7.1.2: Management Systems</p> <p>Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>	<p>pg 35, 89</p>	
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- **What do the Education and Care Services National Regulations say?**

Regulations 85 – 87 outline the procedures for children who become ill, have an accident or need medication at preschool. If a child becomes ill while at preschool, parents should be contacted and asked to collect them or arrange for their nominated emergency contact to pick them up. The child should be made comfortable and kept under adult supervision until they recover or are collected by their parent.

- **Recording Illness, Accidents and Incidents: -**

The Education and Care Services National Regulations (regulations 85 – 87) highlight the need for records to be kept on illness or injury whilst children are at the preschool. Teachers in preschools, as for all teachers in the school, need to ensure that all illnesses, accidents and incidents are documented in an Incident, injury, trauma and illness form which states the child's name, date, time and details of the illness, accident or incident and any event resulting injury or harm. The record must also note the action taken and by whom, be signed by the teacher, witnessed by another adult and verified by the parents. Details are recorded by the Preschool administration staff, in the Department of Education Portal ERN tab, and stored onsite in the children's individual folders located in the locked storeroom in the preschool foyer.

An accident or incident report should be prepared for anything that occurs on the premises that is not minor. A common sense approach should be taken to decide whether the accident needs to be reported. Advice can be found in Reporting School Accidents which is the support document for the Reporting School Accidents Policy – PD/2002/0064/ VO4. The policy is online at www.det.nsw.edu.au/policies/student_admin/general/accidrpt/Accident_Policy_Update_2018.pdf

All incidents will be documented and stored according to regulatory requirements within a filing cabinet in the Casino West Public School Preschool. The Nominated Supervisor (Principal) is responsible for any appropriate notifications. Serious incidents, as specified in regulation 12 are to be reported to Early Learning Unit, who will then notify the regulatory authority. The reports must be kept until the child reaches the age of 25 years, as with all children attending the school.

A copy of the incident report will be provided to the family as soon as possible; parents notified of any serious incidents; and medical intervention arranged if required.

The Nominated Supervisor is notified immediately after the serious incident has occurred.

The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and the person administering first aid will be the person who completes the incident/illness/injury/trauma record (under direct supervision from the responsible person) and passes to the responsible person for verification and signing by parent or guardian.

- **Emergency Contacts: -**

Staff will need to act promptly in an emergency. Preschools must have the following information, with contact telephone numbers, clearly displayed next to each telephone at all times:

- Emergency number – 000
- Poisons Information Centre- 131126
- Local Hospital – 66 622 111
- Local Police- 66 620 099
- Street Address and Telephone Number of the Preschool- Lockett Street (on right hand side, enter via Casino West Public School gate then through the preschool gate. 66628995
- Nearest Crossroad to the Preschool Premises- Hotham Street (Casino West Public School)

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All regular staff working directly with the children each day hold the following:

1. Approved first aid – Provide First Aid HLTAID004, mandatory for all DoE nominated first aid officers, meets this requirement. However, e-Emergency Care and Provide CPR, while mandatory for all DoE employees are not ACECQA approved qualifications.

2. Anaphylaxis management training- the mandatory DoE course Anaphylaxis e-learning (APTSs) meets this requirement.

3. Emergency asthma management- the DoE course is not approved, however courses with the following codes are; 30646QLD, 21886VIC, 10392NAT, 22024VIC, 22282VIC

The course First Aid in Education and Care Setting HLTAID004 comprises all three qualifications (First-aid, anaphylaxis and asthma) and is approved by ACECQA

Qualification	Educator
HLTAID004	Educators with this training are identified on the staff roster
HLTAID003	Educators with this training are identified on the staff roster
HDTAID002	Educators with this training are identified on the staff roster
HDTAID001	Educators with this training are identified on the staff roster

The staff roster is placed at various points throughout the preschool. A roster is located next to the staff photo roster in the preschool foyer.

Infectious diseases

- If a child contracts a vaccine-preventable disease and symptoms are present whilst attending preschool, the Preschool teacher will contact the child's parents/carers and the nearest public health unit if necessary. The Preschool teacher will notify the Nominated Supervisor (Principal) who will make a notification to the regulatory authority if necessary.
- The child must also get a medical clearance from a Doctor before they return to preschool.
- All parents will be told of any outbreak of an infectious disease at the preschool and asked to keep children with infectious diseases at home for the appropriate timeframe.
- Children suffering from certain infectious diseases will be excluded from attending preschool.
- Staff will always refer to the current NSW Health guidelines on exclusion and follow standard infection control procedures.
- Preschool staff will ensure that parents from culturally and linguistically diverse backgrounds are given information in their first language if necessary.

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Education
Public Schools

Preschool notifications

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