



Casino West Public School Little Jarjums 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. 	
Preschool	The preschool supervisor supports the principal in their role and is	

supervisor	<p>responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes but is not limited to:</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.)
Preschool educators	<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 • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
Procedure	
Documentation	<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>. • Blank <i>incident, injury, trauma and illness record</i> templates are located on a clip board at the first aid station on the wall next to the phone, in the indoor learning environment, adjacent to the door leading to the outdoor learning environment. • 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. If a child suffers a head or bite injury, their parent will be contacted by the Preschool Teacher as soon as practical. • Completed Incident, injury, trauma and illness records are placed into the administration manager's in-tray, once details of the incident are entered on Sentral, the form is placed in the child's enrolment folder.

<p>Serious incidents requiring notifications</p>	<ul style="list-style-type: none"> • Early Learning (phone 1300 083 698) will be notified within 24 hours of any serious incident, or a preschool closure due to an incident. • Serious incidents requiring notification include: <ul style="list-style-type: none"> ○ 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 ○ an incident involving the serious illness for which the child attended hospital
	<ul style="list-style-type: none"> ○ 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 <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"> ○ 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?
<p>Injury</p>	<ul style="list-style-type: none"> • If a child is injured at preschool, they will be administered the appropriate first aid by a staff member with an ACECQA approved first-aid, anaphylaxis, and asthma qualifications (HLTAID004). • The office will be notified as soon as practical in the event of a serious injury/illness. • An ambulance will be called immediately, if required.

Trauma	<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	<ul style="list-style-type: none"> • If a child becomes ill whilst at preschool, or is displaying symptoms of a potentially infectious disease, they will be isolated from the other children. They will be kept under close supervision and made comfortable. The child's parent or career will be contacted by an educator and asked to collect their child. The child will be placed in the inside rest area and supervised by the Learning Support Officer. The child's temperature will be taken and recorded on the incident/illness record sheet every 30 minutes prior to pick up.
	<ul style="list-style-type: none"> • 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. • If a child appears very unwell and needs urgent medical attention an ambulance will be called. A preschool staff member will phone the ambulance and follow instructions given. Another preschool staff member not attending to the child will call the main school office to inform the principal and office staff of the incident occurring. • 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).

Record of procedure's review	
Date of review and who was involved	
04/04/2023 Preschool Team, preschool families. Shared with families for feedback.	
Key changes made and reason/s why	
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure	
Record of communication of significant changes to relevant stakeholders	
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer.	

Copy and paste a new table to record each occasion the procedure is reviewed.