

Preschool Procedure Incident, injury, trauma and illness

Current	22 March, 2019
Next Review	2020
Regulation(s) of the Education and Care Services National regulations	Regulation 85 Regulation 86 Regulation 87 Regulation 168 (2)(b)
National Quality Standard(s)	Standard 2.1: Health- Each child's health and physical activity are supported and promoted. Standard 2.2: Safety – Each child is protected. Standard 7.1: Governance- Governance supports the operation of a quality service.
Relevant DoE Policy and link	<u>Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</u> <u>Reporting School Accidents Policy PD/2002/0064/V04</u> – Implementation document includes <u>Reporting school accidents support document (PDF 95.94KB)</u> <u>Incident Notification and Response Policy PD/2007/0362/V03</u> – Implementation document includes <u>Incident Notification and Response Procedures (PDF 120.17KB)</u> <u>Emergency management</u> information – Support documents include <u>Emergency management procedure (PDF 498.17KB)</u> <u>First aid</u> information
DoE Preschool Handbook January 2016	<u>Preschool Handbook (PDF 7.22MB)</u> – Wellbeing page 33
Key Resources	<u>Preschool notification fact sheet (PDF 117KB)</u> and the <u>preschool notification guidelines (PDF 182 KB)</u> provides department preschools with an outline of notification processes and information requirements in the event of a serious incident

Common Procedures:

Children who become ill at preschool

- If a child becomes ill while at preschool, parents/ carers will be contacted and asked to collect them ASAP or arrange for their nominated emergency contact to pick them up.
- If a child has symptoms of a fever and appears unwell, their parents/ carers will be called and asked to collect them.

- The child will be made comfortable and kept under adult supervision until they recover or are collected by their parent/carer.
- If a child is suspected of having an infectious disease, for example chicken pox, they will be isolated from other children, made comfortable and supervised by a staff member until collected. Parents will need to collect child immediately.
- Families will be asked to keep any child who has been ill at home until they are fully recovered, particularly if they are contagious, have a severe cough or continually runny nose. Children who have had diarrhoea or vomiting in the previous 24hours should be kept at home. A child's temperature must be normal for 24hours before returning to preschool.
- If a family is unsure of these procedures they will be referred to the Preschool Handbook, and if needed, referred to the Principal.
- If a child has diarrhoea at preschool their parent/carer will be called and asked to collect them.
- If a child vomits, the educators will isolate them from the other children, monitor them and if they continue to vomit, their parent/carer will be called and ask to collect them.

Dealing with incidents, injuries and trauma

- The nearest educator on hand will assist the child by providing basic first aid (Band-Aids, ice-pack) and assess the situation. If necessary, this educator will call for assistance from the nominated first aider.
- In the case of an emergency or a more serious incident or injury, the office and/or principal will be informed and depending on the severity of the situation will call an ambulance.
- Teachers are responsible for contacting parent/carer, before the end of the day in relation to minor accidents or incidents. They will be requested to sign the incident record.
- At Punchbowl Public School Preschool, all injuries above the neck are reported to the Deputy Principal immediately.
- The Deputy Principal is responsible for contacting the parent/carer for all injuries above the neck.

Recording illness and incidents, injuries and trauma

- Our educators will ensure that all incidents, injury, trauma and illness are documented on the ACECQA developed template and stored with their enrolment form, a copy will also be kept. Only teachers are to complete the incident report.
- Reporting of Incidents, Injury, trauma and illness should be completed in conjunction with Department's guidelines (see key documents)

- **Serious incidents** will be reported to the principal, who in turn will contact DoE Early Learning ASAP, who will then notify the regulatory authority within 24 hours of the incident occurring, on the SIO1 form.
- Data record entered on Sentral requiring parent phone as per PPS communication localised procedures.
- If notification report received from Early Learning, add to Sentral
- The reports will be kept until the child reaches the age of 25 years, as with all children attending the school.

The definition of serious incidents that must be notified to the regulatory authority is:

- The death of a child:
 - while being educated and cared for by an education and care service or
 - following an incident while being educated and cared for by an education and care service.

Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:

- a reasonable person would consider required urgent medical attention from a registered medical practitioner or
- for which the child attended, or ought reasonably to have attended, a hospital.
- e.g. whooping cough, broken limb, anaphylaxis reaction

Any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

- any circumstance where a child being educated and cared for by an education and care service
- appears to be missing or cannot be accounted for or
- appears to have been taken or removed from the education and care service premises in a manner that contravenes these regulations or
- is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

PLEASE NOTE that if a parent informs you after the incident that they sought medical attention then the Principal as the nominated supervisor (or their delegate) be notified

Incident, injury, trauma and illness record

Details of person completing this record

Name: Position/role:

Date and time record was made/...../..... Signature:

Child details

Child's full name:

Date of birth:/...../..... Age: Gender: ☐ Male ☐ Female

Incident details

Incident date:/...../..... Time: am/pm Location:

Name of witness:

Witness signature: Date:/...../.....

General activity at the time of **incident/injury/trauma/illness**:

.....
.....

Cause of **injury/trauma**:

.....
.....

Circumstances surrounding any **illness**, including apparent symptoms:

.....
.....

Circumstances if child appeared to be **missing** or otherwise unaccounted for (incl. duration, who found child etc.):

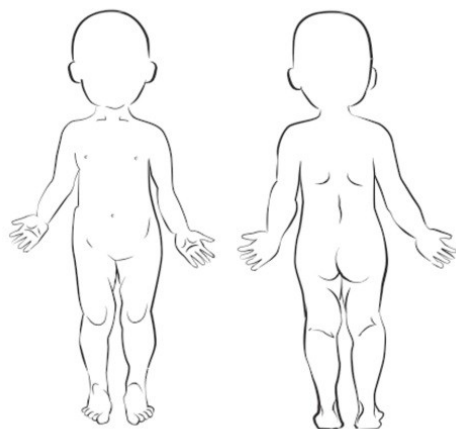
.....
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Circumstances if child appeared to have been **taken or removed** from service or was **locked in/out** of service (incl. who took the child, duration):

.....
.....

Nature of injury/trauma/illness:

Indicate on diagram the part of body affected



- | | |
|---|--|
| <input type="checkbox"/> Abrasion / Scrape | <input type="checkbox"/> Eye injury |
| <input type="checkbox"/> Allergic reaction (not anaphylaxis) | <input type="checkbox"/> Infectious disease (incl. gastrointestinal) |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> High temperature |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> Ingestion / inhalation / insertion |
| <input type="checkbox"/> Asthma / respiratory | <input type="checkbox"/> Internal injury / Infection |
| <input type="checkbox"/> Bite wound | <input type="checkbox"/> Poisoning |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Rash |
| <input type="checkbox"/> Broken bone / fracture / dislocation | <input type="checkbox"/> Respiratory |
| <input type="checkbox"/> Burn / sunburn | <input type="checkbox"/> Seizure /unconscious/ convulsion |
| <input type="checkbox"/> Choking | <input type="checkbox"/> Sprain / swelling |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Stabbing / piercing |
| <input type="checkbox"/> Crush / jam | <input type="checkbox"/> Tooth |
| <input type="checkbox"/> Cut / open wound | <input type="checkbox"/> Venomous bite/sting |
| <input type="checkbox"/> Drowning (non-fatal) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Electric shock | |

Action Taken

Details of action taken (including first aid, administration of medication etc.):

.....

.....

.....

Did emergency services attend? Yes / No

Was medical attention sought from a registered practitioner / hospital? Yes / No

If yes to either of the above, provide details:

.....

.....

Have any steps been taken to prevent or minimise this type of incident in the future?:.....

.....

.....

.....

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date:/...../.....

Director/educator/coordinator: Time: am/pm Date:/...../.....

Other agency (if applicable): Time: am/pm Date:/...../.....

Regulatory authority (if applicable): Time: am/pm Date:/...../.....

Parental acknowledgement:

(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature: Date: ____/____/____

Additional notes: