**Ashcroft Public School Preschool Procedure**

**Incident, injury, trauma, and illness**

**Reviewed: 2020 To Be Reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 85](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s85.html) [Regulation 86](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s86.html) [Regulation 87](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s87.html) [Regulation 168 (2)(b)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* 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)
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| **Key resources:** |
| [ACECQA Incident, injury, trauma and illness record](http://www.acecqa.gov.au/sample-forms-and-templates-now-available)  |
| **Procedures:** |
| **Children who are ill at preschool*** Families will be asked to keep any child who is unwell at home until they are fully recovered, particularly if they are infectious, have a severe cough, diarrhoea or continually runny nose.
* Children who become unwell at preschool will be made comfortable and monitored closely, until they recover or are collected by their parent or carer. If they have a fever or their condition deteriorates, their parent or guardian will be phoned by the preschool teacher to collect them.
* If a child vomits or has diarrhoea at preschool their parent will be called and asked to collect them. A 24 hour exclusion period is suggested and doctor clearance is preferred upon re-commencement into the preschool.

**Dealing with incidents, injuries and trauma*** The nearest educator on hand will assist the child/ren involved and assess the situation. If necessary, they will administer first aid, asking for assistance from the other educator if required.
* Depending on the severity of the situation, the other educator may call the office for additional support, and request an administration officer call an ambulance if necessary.
* Emergency contact numbers are displayed in the preschool, near the phones, as well as in the casual folder.
* Parents will be notified verbally as soon as practicable after the occurrence.

**Documentation*** The educator who dealt with the child’s incident, injury, trauma or illness will document what happened on the ACECQA developed template. This records the child’s name, date, time and details of the incident and any resulting injury or harm. The record must also note the action taken and by whom, be signed by the educator, witnessed by another adult and veriﬁed by the parents.
* A common sense approach should be taken to decide whether the event needs to be documented.
* Any first aid administered needs to be documented.
* As per, department policy, the record will be kept until the child reaches the age of 25 years, as with all children attending the school.
* Please refer to the guidelines below related to the notification of serious incidents which must be reported to DoE Early Learning asap on 9266 8165. They will then notify the regulatory authority within 24hours via the online portal.
* The Director of Educational Leadership Liverpool Network will be informed of any serious incident.
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