



ASHCROFT PUBLIC SCHOOL

Incident, Injury, Trauma and Illness

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	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		
Procedure		
Children who are ill at preschool	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 educators 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	<ul style="list-style-type: none"> 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. 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 	

	<p>form as confirmation they are aware of the incident, injury, trauma or illness their child suffered.</p> <ul style="list-style-type: none"> • In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. This could be a head injury. • 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. Documents are kept locked in the preschool and are sent up to the main school office at the end of the year to be filed. • 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.
<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 - 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?

Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

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