



Incident, Injury, Trauma, and Illness

Reviewed: 11/08/2021 Next Review: August 2022

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 85 Incident, injury, trauma and illness policies and procedures • Regulation 86 Notification to parents of incident, injury, trauma and illness • Regulation 87 Incident, injury, trauma and illness record • Regulation 168 (2)(b) Education and care service must have policies and procedures
NSW Department of Education policy, procedure or guidelines	<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/V01 • Reporting School Accidents Policy PD/2002/0064/V04 – Implementation document includes Reporting school accidents support document (PDF 95.94KB) • Incident Notification and Response Policy PD/2007/0362/V03 – Implementation document includes Incident Notification and Response Procedures (PDF 120.17KB) • Incident reporting information • Emergency management information – Support documents include Emergency management procedure (PDF 498.17KB) • First aid information • preschool notification guidelines (PDF 182 KB)
National Quality Standard(s)	<p>2.1.2: Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented.</p> <p>7.1.2: Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
Leading and operating department preschool guidelines	<p>Leading and operating department preschool guidelines Page 32 (staff only)</p>
School policy or procedure	<p>See NSW Department of Education policy, procedure as noted above.</p>

Introduction:

Ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of our preschool. Educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within the centre and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Aim:



Children's exposure to infectious diseases will be minimised by:

- following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases
- promotion of practices that reduce the transmission of infection
- the exclusion of sick children and staff
- service support for child immunisation. Each child's immunisation must be up to date by the time the child starts preschool.
- implementation of effective hand washing procedures.

Implementation:

Injuries sustained at preschool:

- When a child has an accident first aid should be administered by a staff member with a current first aid certificate (HLTAID004)
- A staff member with a valid first aid certificate (HLTAID004 Provide an emergency first aid response in an education and care setting) must always be on the premises and administer first aid if required.
- Details of the accident are to be recorded in the centre's accident or incident book. An accident report will be completed by a staff member if the child exhibits any of the following symptoms:
 - flowing blood or body fluid
 - bites with broken skin
 - broken bones or swelling
 - head or body injury
- Parents will be contacted immediately in the case of a child injured at preschool potentially requiring medical, dental or hospital treatment.
- An ambulance will be called if the injury, accident or sudden illness is of a serious nature eg. suspected fracture, unconscious, burns, poison, convulsions etc.
- Current CPR charts, asthma action plans and all health care plans will be displayed in the preschool.
- First aid kits will be available in accessible areas. These will be inaccessible to children. They will be stocked in accordance to the lists provided by St. John's Ambulance and the expiry date on all contents will be checked regularly. A portable first aid kit will be available to take on incursions and excursions.
- A Workplace National First Aid Kit (portable) will be available and stored in the preschool laundry. It will be stocked in accordance with the St John's Ambulance guidelines and the expiry dates on all contents will be checked and outcome documented each term.

Children who become ill at preschool:

- If a child becomes ill while at preschool, parents will be contacted and asked to collect them or arrange for their nominated emergency contact to pick them up.
- The child will be made comfortable and kept under adult supervision until collection.
- 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.
- In the case of the sudden onset of an severe illness, for example, anaphylaxis, convulsion an ambulance will be called and the family notified immediately.

Infectious diseases:



- 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 time frame.
- 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.
- The Communicable Diseases Fact sheet, Stopping the spread of childhood infections, from NSW Healthy is provided in the Preschool Handbook.

Trauma experienced at preschool:

- Any trauma that a child experiences at preschool as a result of an event, injury, illness, accident or emergency is to be recorded on the *Incident, injury, trauma or illness* form.
- Parents/Carers are to be informed of the trauma within 24 hours of the incident. For serious incidents, parents/carers will be informed immediately.
- Comfort and support will be given to the affected child/children while still maintaining adequate supervision and ratios.

Nominated Supervisor will:

- Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* (5th edition), National Health and Medical Research Council, and the NSW Ministry of Health, or NSW public hospitals websites.
- Implement the recommendations from *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* to prevent the spread of infectious diseases at the service.
- Develop procedures for:
 - Maintaining a hygienic environment;
 - Providing families with relevant infectious diseases, health and hygiene information;
 - Guiding children's understanding of health and hygiene throughout the daily program;
 - Ensuring staff are aware of relevant immunisation guidelines for children and themselves; and
 - Maintaining relevant records regarding the current status of the immunisation of children at the service, as well as any relevant medical conditions of children at the service.
- Develop an enrolment procedure that captures all required information regarding the children's immunisation status, and any medical conditions.
- Provide relevant sourced materials to families about the current NSW Immunisation Schedule for children.

What do the Education and Care Services National Regulations say?

Regulations 85, 86 & 87 outline the procedures for children who become ill, have an accident, experience trauma 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 collected.

Recording Incident, Injury, Trauma and Illness

The preschool teacher will ensure that all illnesses, accidents, trauma and incidents are documented. This is kept in a register which states the child's name, date, time and details of the illness, accident or incident and any resulting injury or harm. The record must also note the action taken and by whom, be signed by the educator, and verified by the parents.



- An accident or incident report will be prepared for anything that occurs on the premises where first aid is administered.
- The Nominated Supervisor is notified immediately after a serious incident has occurred.
- All serious incident reports will be given to the Principal. The Principal is responsible for any appropriate notifications.
- Serious incidents as specified in regulation 12 Meaning of a serious incident, will be reported to the Early Learning Unit, who are required to notify the regulatory authority (ACECQA) within 24 hours of the incident occurring.
- 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 families will be notified of the nature of the incident/accident by the teacher upon collection and provided with the incident/illness/injury/trauma record for signing. The form will then be filed in the child's individual folder located in the filing cabinet in the preschool office. This form is required to be kept until the child reaches the age of 25 years.
- If an injury is sustained to any part of the head or the groin region the parent/carer will be immediately notified by telephone, regardless of the severity of the injury.

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 (ambulance, fire, police) - 000
- Poisons Information Centre- 131126
- Shellharbour Hospital, Mt Warrigal - 4295 2500
- Lake Illawarra Police Station - 4232 5599

OFPS Preschool Information:

Nominated Supervisor/Principal - Mrs Daliya Phipps

Office Telephone - 4256 1405

52 - 72 Griffiths Street, (Preschool access off Central Avenue) Oak Flats NSW 2529

Preschool Direct Telephone - 4256 0618

Office Telephone - 4256 1405

Early Learning Unit 1300 083 698

Health and Safety Directorate 1800 811 523

Emergency and Evacuation Information and Maps are located at each exit in the preschool.

References:

OFPS Preschool Procedures Dealing with Infectious Disease (including COVID-19) and Administration of First Aid.

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>

