

Oak Flats Public School Preschool



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
<p>2 Children's Health and Safety</p> <p>2.1 Health</p> <p>2.2 Safety</p> <p>7 Governance and Leadership</p> <p>7.1 Governance</p>	<p>Regulation 85 Incident, injury, trauma and illness policies and procedures</p> <p>Regulation 86 Notification to parents of incident, injury, trauma and illness</p> <p>Regulation 87 Incident, injury, trauma and illness record</p> <p>Regulation 168 Education and care service must have policies and procedures</p>	<p>Leading and Operating Department Preschool Guidelines</p> <p>Student health in NSW schools: A summary and consolidation of policy</p> <p>Reporting School Accidents Policy PD/2002/0064/V04 – Implementation document includes Reporting school accidents support document (PDF 95.94KB)</p> <p>Incident Notification and Response Policy PD/2007/0362/V03</p> <p>Incident reporting</p> <p>Emergency management</p> <p>First aid</p> <p>Preschool notification guidelines (PDF 182 KB)</p>
<p>Pre-reading and reference documents</p>		
<p>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</p> <p>Incident Notification and Response Policy</p>		

Related preschool procedures

- Administration of first aid
- Dealing with infectious diseases
- Dealing with medical conditions in children

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.

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:

- 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 supervisor

The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:

- 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

	<ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<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. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool • 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.
<p>Procedure</p>	
<p>Documentation</p>	<ul style="list-style-type: none"> • If a child suffers an incident, injury that requires first aid, trauma or illness whilst in the care of the preschool, the details are documented on an <i>Incident, injury, trauma and illness record</i>. The details recorded include the child's name, date, time, educator details completing the form, details of the illness, injury, trauma or incident. The record also notes the action taken and by whom, is signed by the educator, 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 form as confirmation they are aware of the incident, injury, trauma or illness their child suffered. • 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 a phone call from the preschool, regardless of the severity of the injury.

	<ul style="list-style-type: none"> ● In severe circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, trauma or illness.
<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:

- 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?
- The Nominated Supervisor (School Principal) is notified immediately after a serious incident has occurred.
- All serious incident reports are given to the Principal. The Principal is responsible for any appropriate notifications.
- 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.
- Preschool has the following information, with contact telephone numbers, clearly displayed next to each telephone at all times so that staff can act promptly in an emergency:
 - Emergency (ambulance, fire, police) - 000
 - Poisons Information Centre- 131126
 - Shellharbour Hospital, Mt Warrigal - 4295 2500
 - Lake Illawarra Police Station - 4232 5599
 - Early Learning Unit 1300 083 698
 - Health and Safety Directorate 1800 811 523

<p>Injury</p>	<ul style="list-style-type: none"> ● If a child is injured at preschool, they are administered the appropriate first aid by a staff member with a current first aid certificate (HLTAID004). ● An ambulance is called immediately if the injury, accident or sudden illness is of a serious nature eg. suspected fracture, unconscious, burns, poison, convulsions etc. ● Parents are contacted immediately in the case of a child injured at preschool potentially requiring medical, dental or hospital treatment. ● Current CPR charts, asthma action plans and all health care plans are displayed in the preschool. ● First aid kits are available in accessible areas. These are inaccessible to children. They are stocked in accordance with the lists provided by St. John's Ambulance and the expiry date on all contents are checked regularly. A portable first aid kit is available to take on incursions and excursions. ● A Workplace National First Aid Kit (portable) is available and stored in the brown door cupboard next to the laundry. It is stocked in accordance with the St John's Ambulance guidelines and the expiry dates on all contents are checked and outcome documented each term.
<p>Trauma</p>	<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 are immediately comforted and reassured by an educator. They are given the opportunity to talk about what they experienced or witnessed. If required, they are referred to the school counsellor or external support services. ● 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 <i>Incident, injury, trauma or illness</i> form. ● Parents/Carers are to be informed of the trauma within 24 hours of the incident. For serious incidents, parents/carers are informed immediately.

Illness	<ul style="list-style-type: none">● If a child becomes ill or is displaying symptoms of a potentially infectious disease, they will be separated from the other children, whilst kept under close supervision and made comfortable until collection. The placement will depend upon the routine of the day. If necessary the office is called to provide additional staff.● 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 required (the sudden onset of a severe illness, for example, anaphylaxis, convulsion), an ambulance is called. The preschool teacher makes the call and then notifies the Principal as soon as practical.● 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).
Infectious Diseases	<ul style="list-style-type: none">● All information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: <i>Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care</i> (5th edition), National Health and Medical Research Council, and the NSW Ministry of Health, or NSW public hospitals websites.● The preschool implements the recommendations from <i>Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care</i> to prevent the spread of infectious diseases at the service.● All parents are 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 and staff who are sick and/or suffering from certain infectious diseases are excluded from attending preschool.● Preschool staff ensure that parents from culturally and linguistically diverse backgrounds are given information in their first language if necessary.

	<ul style="list-style-type: none">● The Communicable Diseases Fact sheet, Stopping the spread of childhood infections, from NSW Healthy is provided in the Preschool Handbook.● The preschool follows all recommended guidelines from relevant authorities regarding the prevention of infectious diseases● Practical processes that reduce the transmission of infection are implemented including effective hand washing procedures and educating children on correct hand washing and preventing the spread of infectious diseases and germs.● Each child's immunisation must be up to date by the time the child starts preschool. Families have to provide an updated immunisation register once the children have had their four year old needles.● Staff are aware of relevant immunisation guidelines for children and themselves.● 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 are maintained by the school office. A copy of the record is displayed in the preschool office.● Relevant sourced materials are provided to families about the current NSW Immunisation Schedule for children.
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Record of procedure's review
Date of review and who was involved
Sarah Beesley 19/10/2022
Key changes made and reason/s why
Annual review Align with department's new template
Record of communication of significant changes to relevant stakeholders
Sent to Principal for review 27/10/2022 Posted on Kinderloop for parent and community input 08/11/2022

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