

Rydalmere Public School Preschool Procedure

Incident, injury, trauma, and illness



Reviewed: 4 - 4 - 19

<u>Education and care services regulation/s</u>	NSW Department of Education policy, procedure or guidelines	Relevant National Quality Standard/s	School policy or procedure, where applicable
<p><u>Regulation 85</u></p> <p><u>Regulation 86</u></p> <p><u>Regulation 87</u></p> <p><u>Regulation 168 (2)(b)</u></p>	<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 • Incident Reporting Policy PD/2007/0362/V03 • Emergency management procedure • First aid information • Preschool notification fact sheet (attached below) • Preschool notification guidelines (attached) 	<p>2.1: Each child's health and physical activity is supported and promoted.</p> <p>2.2: Each child is protected.</p>	

Resources: ACECQA Incident, injury, trauma and illness record

Procedure

1. All efforts must be made to ensure that equipment, furniture and resources are free from hazards. Any large item that is deemed unsafe (such as furniture or structural damage), is to be reported to the principal and WH&S representative for immediate attention. Any smaller item is to be removed immediately to prevent injury.
2. Educators must have current qualifications in First Aid and CPR, including anaphylaxis and emergency asthma first aid (Regulation 136). In Departmental preschools, this person may be located in the school but must always be immediately available in an emergency - Regulation 136 (2).
3. A comprehensive and fully stocked First Aid Kit is kept on the premises in the kitchen and outdoors, which are easily accessible to staff, but out of reach of children and readily available for excursions or visits to the school.
4. A Cardiopulmonary Resuscitation (CPR) chart for adults and children must be displayed in prominent positions, both indoors and outdoors at the preschool.

5. Emergency contact numbers are displayed near all phones and outdoors to ensure quick access. These include:
 - Emergency number – 000
 - Poisons Information Centre
 - Local Hospital Casualty Department
 - Local Police
 - Street Address and Telephone Number of the Preschool
 - Nearest Crossroad to the Preschool Premises
6. Action plans for children with serious medical conditions such as diabetes, asthma and anaphylaxis should be displayed clearly throughout the preschool and a copy stored with medication in the kitchen.
7. Educators have a duty of care to comfort and care for sick and distressed children and to administer assistance if required. These children should be supervised by an educator and comforted whilst receiving treatment.
8. Appropriate notification must be made in the event of an injury, illness or trauma. All injuries, incidents or traumas must be recorded in the "Injuries, Incidents or Traumas" registers, of which are available in each room and outdoors in the first aid cupboard. Another educator should witness the first aid being administered and sign the record.
9. Any injury involving the head, including a minor bump, needs to be reported to the principal immediately. The parent is also to be contacted and an incident report completed.
10. In the case of a serious incident, injury or trauma, in which medical treatment is sought and/or required, such as an ambulance is called to the premises, a visit to the doctor or hospitalisation, the following people must be notified:
 - The child's parent/caregiver
 - The school Principal
 - The Early Learning Unit
 - ACECQA
11. Parents must inform staff of any changes in place of work, phone numbers and addresses so that records are up to date and parents are easily contactable in the event of illness, accident and/or trauma.
12. If a child is deemed to be too ill and/or injured to remain at preschool, parents will be contacted so arrangements can be made for the collection of the child.
13. Staff must complete an 'Injuries, Incidents, Trauma & Illness' form within 24 hours of the incident and parents must sign this form as it includes crucial details about the child's injury, incident or trauma. If parents are unable to be contacted, emergency contacts provided on information forms will be contacted.
14. Illness, accident, injury and trauma records must be kept on premises until the child reaches the age of 25 years. The principal should be given copies of these reports if notifications are required.
15. In the event of an injury, incident or trauma to a staff member, volunteer or student, the Principal needs to be notified and an accident report filled out and filed on premises. The injured person also needs to report an incident within 24 hours.



Under the Education and Care Services [National Law](#) and [Regulations](#), required notifications must be made to the regulatory authority within specified timeframes. The early learning unit submits these notifications on behalf of department preschools through the National Quality Agenda IT System (NQAITS) portal. Principals as the nominated supervisor (or their delegate) must make notifications to the early learning unit

Notification of a serious incident, complaint or preschool closure

The early learning unit, under the legislative requirements of the approved provider, must lodge a notification within 24 hours in the event of a serious incident, closure or complaint.

Serious incident

Department preschools must contact the early learning unit as soon as possible after the incident has occurred.

In the case of an incident that has occurred to a child, early learning advisors will advise the preschool to complete the relevant parts of the [ACECQA Incident, injury, trauma and illness record](#). All preschools should be using this form to record injuries and incidents where any first aid is given to a child.

The incident, injury, trauma and illness record contains most of the information that the early learning unit will need to make a notification. Additional information required includes; the phone number of a parent or guardian, a description of the child's condition (if known) and any follow up strategies taken in response to the incident, injury, illness or trauma in the additional notes section. It is helpful to include the child's expected return to preschool.

Preschool closure

In the case of a notification when there are changes to the operation of the preschool e.g. the preschool must close for 2 days due to a flood, we ask preschools to inform the early learning unit as soon as possible.

Early learning advisors will ask the principal to provide information about the situation including:

- Detailed description of the incident including nature, time, cause etc.
- Detailed description of impact on operation of the service including dates and times closed and reduced numbers of children attending the service
- Involvement of emergency services or other authorities (if relevant)
- Action taken by the preschool/school to manage the incident
- Any other relevant information

Complaint

The early learning unit is required to make a notification if a formal complaint has been made alleging that the Law has been contravened or that a serious incident has occurred or is occurring.

The principal must call the early learning unit to inform advisors about the complaint so that it can be assessed if the complaint is notifiable. When the complaint is notifiable, the principal will be asked to provide documentation including;

- the complainant name and contact details
- the name of the child/children, gender and date of birth to whom complaint relates
- details including the date complaint was received, a copy of the written complaint (or summary) and any other relevant documentation including correspondence, photos, statements etc.
- steps taken by the preschool/school in response to the complaint

Notification of change of information about an approved service

Changes to physical environment

To notify the early learning unit of renovations or changes to the physical environment that could impact the health, safety or wellbeing of the children, department preschools must contact the early learning unit prior to the work commencing.

When a preschool is making changes, they can contact early learning to confirm if a notification is required. If the work requires a notification, the principal will be asked to provide information to an early learning advisor for submission, including:

- a detailed description of the proposed changes
- a description of the impact the work or changes will have on the operation of the service (if any)
- a description of the proposed commencement and finishing dates
- a clear floor plan highlighting where the changes are taking place.
- risk assessments (if required)

Temporary relocation of preschool premises

To notify the early learning unit of any temporary changes to the location of the preschool within the school, department preschools must contact the early learning unit as soon as possible after the incident has occurred or prior to the works taking place e.g. the preschool must operate out of the school hall for a period of time due to renovations or weather damage to the preschool premises.

The principal will be asked to provide information, including:

- A detailed description of the issue/changes and the premises where the preschool will temporarily operate within the school
- A description of proposed commencement and finishing dates
- A school site map with the location of the temporary premises and toilet facilities and identified
- Risk assessments

Appendix 1: List of notifications

The following information is a list and description of the most common incidents that require a [notification](#). If a situation arises that does not seem to fit into any of these categories, contact the [early learning unit](#) for advice.

Notifications of a serious incident or preschool closure

Notifications must be made to the regulatory authority about:

- Any incident involving serious injury or trauma to a child which a reasonably person would consider required urgent medical attention for a registered medical practitioner or attended or ought reasonably to have 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 in a manner that contravenes the National Regulation
- A circumstance where a child is mistakenly locked in or locked out of the services premises or any part of the premises
- The death of a child
- An emergency for which emergency services attended
- An incident that requires the approved provider to close or reduce the number of children attending the service for a period
- 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
- The attendance at the service of any additional child or children being educated and cared for in an emergency in the circumstances set out in regulations 123(5)
- 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 services
- 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).

Notification of change of information about an approved service

Notifications must be made to the regulatory authority about:

- A change to the hours and days of operation of your service
- Any proposed changes to the service's premises

Notification of complaints

Notifications must be made to the regulatory authority about:

- Any complaints alleging that a serious incident has occurred or is occurring while a child was or is being educated and cared for the approved educations and care service
- Any complaints alleging that the Law has been contravened.