 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(b) Incident, injury, trauma and illness**

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| **Current**  **Forbes Street Woolloomooloo 2013**  **T: 9358 5335/6**  **F: 93571831**  **E: plunketstr-p.school@det.nsw.edu.au** | 25/6/2018 |
| **Next Review** | June 2019 |
| **Regulation(s)** | [Regulation 85](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg.85)  [Regulation 86](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg.86)  [Regulation 87](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg.87)  [Regulation 136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6/reg.136)  [Regulation 168](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg.168) |
| **National Quality Standard(s)** | Standard 1.2  Standard 2.1  Standard 2.2  Standard 3.1  Standard 6.1  Standard 7.1 |
| **Relevant DoE Policy and link** | [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)  Public Schools NSW: Reporting School [Accidents](https://education.nsw.gov.au/policy-library/policies/reporting-school-accidents) Policy  [Public Schools NSW: Reporting School Accidents – Support Document](https://education.nsw.gov.au/policy-library/associated-documents/sup_doc.pdf)  Public Schools NSW: Incident Notification and Response [Policy](https://education.nsw.gov.au/policy-library/policies/incident-reporting-policy?refid=285776)  [Public Schools NSW: Incident Notification and Response Procedures](https://education.nsw.gov.au/policy-library/associated-documents/incident_proc.pdf)  [Public Schools NSW: Emergency Management](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/emergency-management-procedures)  [Public Schools NSW: Emergency Management Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/PROC029_EMERGENCYMANAGEMENT_V1.pdf)  Public Schools NSW: First [Aid](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid) information  Public Schools NSW: First Aid [Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/PROC03_FIRSTAIDPROCEDURES.pdf) |
| **Relevant School Procedure** |  |
| **DoE Preschool Handbook January 2016** | [Department of Education Preschool Handbook](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) :  Wellbeing, page 32-33, 42 |
| **Key Resources** | [Public Schools NSW Preschool Notification Fact Sheet (PDF)](https://schoolsequella.det.nsw.edu.au/file/1e1de31f-e243-4252-b642-a57fa437c4af/1/preschool-notifcations.pdf)  [Public Schools NSW: Health and Safety Directorate](https://education.nsw.gov.au/inside-the-department/health-and-safety)  [Public Schools NSW: Incident Reporting Information](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting)  [Public Schools NSW: Emergency planning and incident response](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response) Information  [ACECQA Incident, injury, trauma and illness record](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)  [ACECQA Notification of serious incidents and complaints fact sheet](https://www.acecqa.gov.au/resources/information-sheets)  [Staying Healthy in Childcare 5th Edition](https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf) |

* 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.

**Children who become ill at preschool**

* 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.
* 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.
* The child will be made comfortable and kept under adult supervision until they recover or are collected by their parent.
* 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.
* Appropriate notification must be made in the event of an illness. All injuries, incidents or traumas must be recorded on the ‘Injuries, Incidents, Traumas and Illness’ register located next to the classroom phone. Another educator should witness the first aid being administered and sign the record. On the collection of the child the parent will need to read and sign this register.

**Incident, injury and trauma**

* A Cardiopulmonary Resuscitation (CPR) chart for adults and children must be displayed in prominent positions, both indoors and outdoors at the preschool.
* Emergency contact numbers are displayed near all phones.
* Action plans for children with serious medical conditions such as diabetes, asthma and anaphylaxis should be displayed clearly in the kitchen and Relief Teacher folder.
* Appropriate notification must be made in the event of an incident, injury or trauma. All injuries, incidents and traumas must be recorded in the ‘Injuries, Incidents, Traumas and Illness’ register located next to the classroom phone. Another educator should witness the first aid being administered and sign the record. On the collection of the child the parent will need to read and sign this register.
* The parent is to be contacted for any significant incidents and injuries.
* Any serious incident, including one in which a child requires medical attention, such as a visit to the doctor or hospitalisation and/or required, the must to be reported to the Nominated Supervisor (Principal or designated replacement), who will assist in managing the incident. The Early Learning Unit and ACECQA also need to be informed within 24 hours. When notifying of a serious incident please see the Preschool Notifications fact sheet (see appendix).
* In the case of a serious incident, injury or trauma, in which medical treatment is sought, such as a visit to the doctor or hospitalisation and/or required, the following people must be notified:

- The child's parent/caregiver

- The school Principal

- The Early Learning Unit

- ACECQA

* 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.
* In the event that an emergency services need to be called, all staff are to follow the ‘Emergency Phone Call Process’ which is located next to each phone. Parents will be contacted immediately.

**Recording illness, accidents and incidents**

* Our preschool teacher will ensure that all illnesses, accidents and incidents are documented. This may be 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 teacher, witnessed by another adult and veriﬁed by the parents.
* An accident or incident report will be prepared for anything that occurs on the premises that is not minor. A common sense approach should be taken to decide whether the accident needs to be reported. Parent are to sign this form when collecting their child.
* All completed accident and incident reports will be filed in preschool records. The principal will be notified of each record as it is added. The principal is responsible for any appropriate notifications.
* The reports must be kept until the child reaches the age of 25 years, as with all children attending the school.

**Infectious diseases**

* If a child contracts a vaccine-preventable disease:
* Diphtheria
* Haemophilus influenzae type b (Hib)
* Measles
* Meningococcal C
* Mumps
* Pertussis (whooping cough)
* Poliomyelitis
* Rubella
* Tetanus

Preschool staff will notify the principal or in the event that the principal is not contactable the preschool staff will notify State Early Learning Team on 9266 8165. The preschool teacher will contact parents. The principal will contact notify State Early Learning Team and the nearest public health unit if necessary. Notification will also need to be made to the regulatory authority ACECQA through the DoE Early Learning Team (see appendix for notification guidelines)

* Children suffering from certain infectious diseases will be excluded from attending preschool.
* The child must also get a medical clearance from a doctor before they return to preschool.
* Children who have not been immunised will be asked to be excluded from the service until the danger period has past. These exclusion periods are outlined in the NSW Health Guidelines and Staying Healthy Guide 5th Edition
* 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 timeframe.
* 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.
* A child suffering from any of the following symptoms will be required to leave the preschool AS SOON AS POSSIBLE. If a parent is unavailable, the emergency contact person listed on the child’s enrolment forms will be contacted.
* The illness prevents the child from participating comfortably in programmed activities.
* The illness results in a greater care need than we can reasonably provide without compromising the health and safety of other children.
* The child has any of the following conditions: fever, persistent crying, difficulty breathing, persistent coughing, or other signs of possible severe illness.
* No child with diarrhoea should attend and they should have at least one normal bowel motion before returning.
* Vomiting two or more times in the previous 24 hours, unless the vomiting is known to be caused by a non-communicable condition and the child is not in danger of dehydration.
* Rash with fever or behaviour changes, until a doctor has determined that the illness is not a communicable disease.

Appendix a

What is a serious incident?

The definition of serious incidents that must be notified to the regulatory authority is:

(a) The death of a child:

(i) while being educated and cared for by an education and care service or

(ii) following an incident while being educated and cared for by an education and care service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:

(i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or

(ii) for which the child attended, or ought reasonably to have attended, a hospital.

e.g whooping cough, broken limb, anaphylaxis reaction

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) any circumstance where a child being educated and cared for by an education and care service

(i) appears to be missing or cannot be accounted for or

(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these regulations or

(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

You must notify the regulatory authority within 24 hours of becoming aware of a serious incident.

(Taken from the ACECQA website October, 2016)