### Elermore Vale Public School

### 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 |
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| 2.2 | Regulation [85](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg85)  Regulation [86](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg86)  Regulation [87](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/id87) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** | | |
| [Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf)  [Incident Notification and Response Policy](https://policies.education.nsw.gov.au/policy-library/policies/incident-reporting-policy) | | |
| **Related procedure** | | |
| Administration of first aid | | |
| **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 * developing strategies to induct all staff when procedures are updated to ensure practice is embedded. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * 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. | |
| **Procedure** | | |
| **Documentation** | * If a child suffers an incident, injury, trauma or illness whilst in the care of the preschool, the details are documented on an Incident, injury, trauma and illness record. (Stored on the trolley when outside and on the staff bench when inside) * 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. * In some circumstances, the preschool will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. (In an emergency) | |
| **Serious incidents requiring notifications** | * Early Leaning (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:   + 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 serious incident 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? | |
| **Injury** | * If a child is injured at preschool, they will be administered the appropriate first aid. (This will be a staff member that holds a HLTAID012 qualification. There are 9 staff members in the school with this qualification including the preschool educator, SLSO’s and school office staff) * An ambulance will be called immediately, if required. | |
| **Trauma** | * 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 will immediately be comforted and reassured by an educator. They will be given the opportunity to talk about what they experienced or witnessed. If required, they will be referred to the school counsellor or external support services. | |
| **Illness** | * 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. (This is on the lounge area which is in the indoor environment so staff can still adequately supervise. If needed staff will call for extra assistance from either the preschool supervisor or a school first aid officer.) * 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, an ambulance will be called. (The decision to call an ambulance will be the preschool supervisor or principals’ decision). * 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). | |
| **COVID-19** | * If a child presents with symptoms contact the child's family to collect them as soon as possible. Services keep up to date with the latest information and facts regarding COVID-19 on the NSW Health website. * The school will be informed of confirmed cases of COVID-19 if the person has been attending the preschool during the period they may have been infectious. Relevant protocols, as advised by the Ministry of Health, will be followed. The decision to inform the rest of the school and any other members of the school community will be made case by case, depending on if there has been close contact with any person(s) at the school. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 26/4/2022 Reviewed today by Louise Dittberner (Teacher). We will keep the lockdown procedure for now pending future possibility of lockdowns with new variants.  7/6/21  Kristen Rowe- Preschool Supervisor  12/10/21  Kristen Rowe reviewed the procedure will all staff members responsible to preschool cover during COVID lockdown. (Sarah Marshall, Lucy Bourne, Louise Dittberner, Kayla Brown, Isabelle Mawkes, Jennifer Williams, Michelle Jenkins, Jo Morgan, Tracey King, Michelle Rawson, Evan Abdal, Simone Bondzio, Lyndell Robertson, Luke Somerville, Susan Gardiner, Gail Cullen, Margaret Fernyhough Beau Harragan and Marcel Eyndhoven. |
| **Key changes made and reason/s why** |
| COVID-19 section was added due to the current pandemic.  Review was not needed until 22/02/2022 however the procedure needed to be updated onto new DoE proforma. |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting.  Regular preschool staff were made aware of changes to the procedure in our weekly preschool meeting on 9/6/21.  6/8/21- The updated procedure was communicated to all school staff to be aware of new COVID-19 procedures. |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023  Preschool team- Kristen Rowe. Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| COVID-19 section was altered due to current changes with COVID-19 |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting. |

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