



# Guliyali Preschool Procedure

## Incident, Injury, Trauma and Illness



Current	15/03/2017
Next Review	15/03/2018
Regulation(s)	R. 12, R.85-87
National Quality Standard(s)	2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines. 7.3: Administrative systems enable the effective management of a quality service.
Relevant DoE Policy and link	<ul style="list-style-type: none"><li>➤ <a href="#">Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</a></li><li>➤ <a href="#">Injury management, health and wellbeing – includes first aid and infection control</a> (Health and Safety Directorate - intranet)</li><li>➤ <a href="#">Reporting School accidents Policy PD/2002/0064/V04</a></li><li>➤ <a href="#">Incident Reporting Policy PD/2007/0362/V03</a></li><li>➤ <a href="#">First Aid procedures and support tools</a> (Health and Safety Directorate - intranet)</li></ul>
DoE Preschool Handbook January 2016	Wellbeing, page 32-33, 42
Key Resources	<ul style="list-style-type: none"><li>➤ Preschool Notification Fact Sheet (PDF)</li><li>➤ <a href="#">ACECQA Incident, injury, trauma and illness record</a></li><li>➤ <a href="#">ACECQA Notification of serious incident- SI01</a></li><li>➤ <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a>, 5th edition. National Health and Medical Research Council, 2013</li></ul>

### **What do the Education and Care Services National Regulations say?**

Regulations 85 – 87 outline the procedures for children who become ill, have an accident 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 they recover or are collected by their parent.

#### **➤ RECORDING ILLNESS, ACCIDENTS AND INCIDENTS:**

The *Education and Care Services National Regulations* (regulations 85 – 87) highlight the need for records to be kept on illness or injury whilst children are at the preschool. Teachers in preschools, as for all teachers in the school, need to ensure that all illnesses, accidents and incidents are documented. This may be kept in a register that 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 should 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. Advice can be found in *Reporting School Accidents* that is the support document for the Reporting School Accidents Policy – PD/2002/0064/ VO3. The policy is online at [www.det.nsw.edu.au/policies/ student\\_admin/general/accidrp/Accident\\_Policy\\_Update\\_2006.pdf](http://www.det.nsw.edu.au/policies/student_admin/general/accidrp/accident_policy_update_2006.pdf).

- All incidences will be documented and reported to the school principal (Nominated Supervisor) immediately. The principal is responsible for any appropriate notifications. Serious incidents, as specified in regulation 12 are to be reported to Early Learning who will then notify the regulatory authority.
- All incident reports are stored in a locked filing cabinet in the schools front office (according to regulatory requirements). The reports must be kept until the child reaches the age of 25 years, as with all children attending the school.
- 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 given (if required).
- The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

In the event of managing a serious incident refer to Guliyali Preschool's Incident, Injury, Trauma and Illness procedure for the appropriate forms to complete e.g. Accident & Illness Report & SI01 Notification of serious incident.

➤ **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 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