



Guliyali Preschool Procedure Incident, injury, trauma, and illness

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<u>Preschool Handbook</u> reference	School policy or procedure, where applicable
<u>Regulation 85</u> <u>Regulation 86</u> <u>Regulation 87</u> <u>Regulation 168 (2)(b)</u>	<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) 	<p>Wellbeing, page 32-33, 42</p>	<p>N/A</p>

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 educator 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/accidrpt/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 – 13 11 26
- Local Hospital Casualty Department – Gosford District Hospital (02) 4320 2111
- Local Police – Woy Woy Police Station (02) 4379 7399
- Street Address and Telephone Number of the Preschool – Park and Blackwall Roads, Woy Woy NSW 2256
- Nearest Crossroad to the Preschool Premises – Parks Road, Woy Woy NSW 2256

Consistent with the Education and Care Services National Law and National Regulations 2011 notifications must be made to the NSW regulatory authority.

What is a notification?

A notification must be made to the regulatory authority if any of the following occurs at the preschool:

1. A serious incident
2. Complaints alleging that the safety, health or wellbeing of a child was or is being compromised
3. Complaints alleging the National Law has been contravened
4. An incident that requires/required the preschool to close, or reduce the number of children attending the service
5. A circumstance that poses a risk to the health, safety or wellbeing of a child attending the service
6. Proposed changes to the premises
7. Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for at the service.

If any of these occur, the Early Learning Unit must be contacted so that preschools can be supported through the notification process. The Early Learning Unit must submit the notification on behalf of the preschool.

The Guide to the National Quality Framework – page 458 has a detailed list of incidents that require notification with timeframes.

What is a serious incident?

Incidents of a serious nature requiring notification include:

- The death of a child while attending the preschool, or following an incident while attending the preschool
- Any incident involving serious injury, trauma, or illness of a child where medical attention was sought (attendance at a doctor or hospital). For example, whooping cough, broken limb, head injury, or anaphylaxis reaction
- Any incident where the attendance of emergency services at the premises was sought, or should have been sought
- If a child:
 - appears to be missing or cannot be accounted for
 - appears to have been taken or removed from the premises in a manner that contravenes the National Regulations.
 - is mistakenly locked in or locked out of the preschool or any part of the premises.
- The regulatory authority must be notified within **24 hours** of or becoming aware of a serious incident

How to make a notification?

To make a notification contact the Early Learning Unit on 9266 8165