



Incident, Injury, Trauma, and Illness

Reviewed: 11/07/2019 Next Review: August 2020

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| Education and care services regulation/s | <ul style="list-style-type: none"> • Regulation 85 Incident, injury, trauma and illness policies and procedures • Regulation 86 Notification to parents of incident, injury, trauma and illness • Regulation 87 Incident, injury, trauma and illness record • Regulation 168 (2)(b) Education and care service must have policies/procedures |
| NSW Department of Education policy, procedure or guidelines | <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 – Implementation document includes Reporting school accidents support document (PDF 95.94KB) • Incident Notification and Response Policy PD/2007/0362/V03 – Implementation document includes Incident Notification and Response Procedures (PDF 120.17KB) • Incident reporting information • Emergency management information – Support documents include Emergency management procedure (PDF 498.17KB) • First aid information • Preschool notification fact sheet (PDF 117KB) and the preschool notification guidelines (PDF 182 KB) |
| National Quality Standard(s) | <p>2.1.2: Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented.</p> <p>7.1.2: Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.</p> |
| Preschool Handbook reference | Preschool Handbook (PDF 7.22MB) – Wellbeing page 33 |
| School policy or procedure | ACECQA Incident, injury, trauma and illness record |

Introduction:

Ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of our preschool. Educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within the centre and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Aim:

Children's exposure to infectious diseases will be minimised by:

- following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases
- promotion of practices that reduce the transmission of infection
- the exclusion of sick children and staff
- service support for child immunisation
- implementation of effective hand washing procedures.

Implementation:

- When a child has an accident first aid should be administered by a staff member with a current first aid certificate (HLTAID004)
- Details of the accident are to be recorded in the centre's accident or incident book. An accident report will be completed by a staff member if the child exhibits any of the following symptoms:
 - flowing blood or body fluid
 - bites with broken skin
 - broken bones or swelling
 - head or body injury
- Parents will be contacted immediately in the case of a child injured at preschool potentially requiring medical, dental or hospital treatment.
- An ambulance will be called if the injury or accident is of a serious nature eg. suspected fracture, unconscious, burns, poison, convulsions etc. Staff trained in first aid will administer initial first aid treatment.
- Current CPR charts, asthma action plans and all health care plans will be displayed in the preschool.
- First aid kits will be available in accessible areas. These will be inaccessible to children. They will be stocked in accordance to the lists provided by St. John's Ambulance and the expiry date on all contents will be checked regularly.

Nominated Supervisor will:

- Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* (4th edition), National Health and Medical Research Council (2006), and the NSW Ministry of Health, or NSW public hospitals websites.
- Implement the recommendations from *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* to prevent the spread of infectious diseases at the service.
- Develop procedures for:
 - Maintaining a hygienic environment;
 - Providing families with relevant infectious diseases, health and hygiene information;
 - Guiding children's understanding of health and hygiene throughout the daily program;
 - Ensuring staff are aware of relevant immunisation guidelines for children and themselves; and
 - Maintaining relevant records regarding the current status of the immunisation of children at the service, as well as any relevant medical conditions of children at the service.
- Develop an enrolment procedure that captures all required information regarding the children's immunisation status, and any medical conditions.
- Provide relevant sourced materials to families about the current NSW Immunisation Schedule for children.

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.

Children who become ill at preschool:

- If a child becomes ill while at preschool, parents will be contacted and asked to collect them or arrange for their nominated emergency contact to pick them up.
- 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.

Infectious diseases:

- 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.
- Children suffering from certain infectious diseases will be excluded from attending preschool.
- 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.

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 educator, 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.
- The Nominated Supervisor is notified immediately after the serious incident has occurred.
- All serious incident reports will be given to the Principal. 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.
- Serious incidents as specified in regulation 12 will be reported to the Early Learning Unit asap, who will then notify the regulatory authority within 24 hours of the incident occurring.
- 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 arranged 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 it to the responsible person for verification and signing by parent or guardian.

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- 131126
- Local Hospital Casualty Department- 4295 2500
- Local Police- 4232 5599
- Street Address and Telephone Number of the Preschool- Central Avenue, Oak Flats 2529 42561405

- Nearest Crossroad to the Preschool Premises- Griffiths Street, Oak Flats

Resources:

- ACECQA Incident, injury, trauma and illness record