**Waratah Public School Preschool Procedure**



**Incident, Illness, Injury & Trauma**

**Reviewed: 21/9/2020**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| [Regulations 85-87](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2)[Regulation 136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6) | The following department policies and relevant documents can be accessed from the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student health in NSW schools: A summary and consolidation of policy
 |  pg. 25-49 | 2.12.2 |  |
| 1. 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.
2. Educators must have current qualifications in First Aid and CPR, including anaphylaxis and emergency asthma first aid (Regulation 136). In Departmental preschools, this person may be in the school, but must always be immediately available in an emergency - Regulation 136 (2).
3. A comprehensive and fully stocked First Aid Kit is kept on the premises in the kitchen and outdoors, which are easily accessible to staff, but out of reach of children and readily available for excursions or visits to the school (Regulation 89).
4. A Cardiopulmonary Resuscitation (CPR) chart for adults and children must be displayed in prominent positions, both indoors and outdoors at the preschool.
5. Emergency contact numbers are displayed near all phones and outdoors to ensure quick access.
6. Action plans for children with medical conditions such as diabetes, asthma and anaphylaxis should be displayed clearly throughout the preschool and a copy stored with their emergency medication in the kitchen. Action plans will be followed in the event of an emergency medical incident (Anaphylactic reaction, asthma attack etc.)
7. Educators have a duty of care to comfort and care for sick and distressed children and to administer assistance if required. The child should be supervised by an educator and comforted whilst receiving treatment or until a parent/caregiver arrives to collect them.
8. If a child becomes ill at preschool and is deemed to be too ill to remain at preschool, parents will be contacted so arrangements can be made for the collection of the child. Educators will remove the child from any contact with other children and supervise and comfort the child until a parent/caregiver arrives to collect them.
9. If a child is suspected of having an infectious disease, they will be isolated from other children, a parent will be phoned and supervised until collected by a parent/caregiver. Educators will ask parents to inform the preschool if an infectious disease is confirmed and the ‘*Dealing with Infectious Diseases’* procedure will be followed, including informing the nominated supervisor, public health unit and families of children attending our preschool.
10. If a child is injured at preschool, educators can administer basic first aid and comfort the child, before completing an ‘*Incident, Injury, Illness and Trauma*’ form.
11. If a child vomits, has diarrhoea, or presents with a fever, they will be isolated from other children and educators, parents phoned and asked to collect. The child will be comforted until they are collected. In the event of vomit or diarrhoea needing to be cleaned up, the front office will be informed of the need for additional cleaning. The affected area will be cordoned off and children and educators kept away until the additional cleaning has been conducted.
12. If a child suffers trauma (an emotional response to a traumatic experience) at preschool, educators will support the child using suggested strategies from the “National Workforce Centre for Children’s Mental Health (Feb. 2019)” See Appendix A
13. Waratah Public School has been implementing Trauma Informed Practices for the past 5 years. These include daily check-ins with children, spaces developed for relaxation and calming (Kit Kat rooms), bucket-filling, introduction of Worry Woo’s as an emotional regulation tool, zones of regulation practices and mindfulness (Cosmic Kids Yoga, Smiling Mind). Staff are also engaging in Be You training to ensure children can be supported effectively.
14. Appropriate notification must be made in the event of an injury, incident, illness or trauma. All injuries, incidents or traumas must be recorded on an ‘*Injuries, Incidents, Illness or Trauma*’ form. These are available in each classroom and outdoors in the first aid cupboard. Another educator should witness the first aid being administered and sign the record.
15. Any injury involving the head, including a minor bump, needs to be reported to the principal/nominated supervisor. Parents/caregivers are also to be contacted and an incident report completed and signed.
16. In the case of a serious incident, illness, injury or trauma, an ambulance will be called by a preschool educator. Emergency medication and/or basic first aid will be administered, and the nominated supervisor/school principal will be notified.
17. In the event of a serious incident, in which medical treatment is sought and/or required, such as an ambulance being called to the premises, a visit to the doctor or hospitalisation, the following people/agencies must be notified:

 - The child's parent/caregiver - The school Principal/Nominated Supervisor (Mat Freeman) - The Early Learning Unit - ACECQA 1. Staff must complete an ‘*Injury, Incidents, Trauma & Illness*’ form within 24 hours of the incident and parents must sign this form as it includes crucial details about the child's injury, incident or trauma. If parents are unable to be contacted, emergency contacts provided on information forms will be contacted.
2. Parents must inform staff of any changes to their contact details, including their place of work, phone numbers and addresses so that records are up to date and parents are easily contactable in the event of illness, injury, incident and/or trauma. Educators should regularly ask families if they need to update details.
3. ‘*Illness, Injury, Incident and Trauma*’ records must be kept on premises until the child reaches the age of 25 years. The principal should be given copies of these reports if notifications are required.
4. In the event of an injury, incident or trauma to a staff member, volunteer or student, the Principal needs to be notified and an accident report filled out and filed on premises. The injured person also needs to report any injury within 24 hours by phoning 1800 811 523 and filing a report.

 **COVID 19 – Updated 28/4/2020 and reviewed on 27/9/20**

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| * If a child presents with symptoms contact the child's family to collect them as soon as possible. Services should keep up to date with the latest information and facts regarding COVID-19 on the[NSW Health website](https://www.health.nsw.gov.au/Pages/default.aspx)
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| * The school will be informed of confirmed cases of COVID-19 if the person has been attending the school during the period of infection. 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.
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| * If a child becomes ill at preschool, they will have their temperature checked and be supervised in a comfortable space but away from other children at the service until they can be collected by a parent or carer.
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***Sources:*** <https://education.nsw.gov.au/covid-19><https://education.nsw.gov.au/early-childhood-education/coronavirus> |

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