***IRRAWANG PUBLIC SCHOOL PRESCHOOL***A blue and yellow logo

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**Incident, Injury, Trauma and Illness Procedure**

| National Quality Standard Education and Care Services National Law and National Regulations | Associated department policy, procedure or guideline | Reference document(s) and/or advice from a recognised authority |
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| NQS: 2.2  Regulations: 85, 86, 87 | Leading and operating department preschool guidelines  [Incident notification and response policy](https://education.nsw.gov.au/policy-library/policies/pd-2007-0362)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0034) | [Staying Healthy: Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services)  ACECQA’s policy and procedures guidelines – [Incident, injury, trauma and illness [PDF 231 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/IncidentInjuryTraumaIllnessPolicyGuidelines.pdf) |

#### **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. * These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal. |
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| 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 could include:   * analysing complaints, incidents or issues and the implications for updates to this procedure * reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s) | Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:   * all staff in the preschool and daily practices comply with this procedure * this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers * they are actively involved in the review of this procedure, as required, or at least annually * details of this procedure’s review are documented. |

#### **Procedure**

| Documentation | * If a child suffers an incident, injury, trauma or illness while in the care of the preschool, the details are documented on an *Incident, injury, trauma and illness record.* * The blank copies of the *Incident, Injury, Trauma and Illness Records* are located on a clipboard: * under the phone near the back door of the preschool classroom, * on the wall next to the fixed First Aid Kit and * in the folder on the shelf in the Preschool Office labelled IPS Preschool Required Forms. * Once a record is completed, it is attached to a single clipboard and put in the foyer cupboard until a parent or carer can sign the record. * 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, if a child is collected by an authorised person other than the parent/carer, the parent/carer will be contacted and notified of the incident, injury, trauma or illness. The Educator will ask the Parent/Carer permission for the authorised person to sign the record on their behalf. This is recorded in the ‘additional notes’ section. * All signed records are then stored in the purple folder (*Incident, Injury, Trauma and Illness Records)* in the Preschool Office. At the end of the week, the folder is taken to the Principal to be entered into Sentral then returned to the Preschool to be stored under the child’s name in the locked preschool filing cabinet in the Preschool Office. * In some circumstances, the preschool staff will contact the parent or carer immediately to notify them of an incident, injury, trauma or illness. These include: * any form of injury above the shoulders (evident or not) * a bite from another child or an unknown source * a fever 38 degrees celsius or above * serious incidents outlined below * If staff are notified by a parent/carer that an incident, injury, trauma or illness was suffered at preschool and the child DID NOT report it, an incident record will be completed and the above steps will be followed. * If staff witness an incident, injury, trauma or illness on school grounds prior to/post attendance to Preschool or are shared an incident, injury, trauma or illness of a child by a parent/carer prior to their attendance, an incident, injury, trauma or illness record will be completed. |
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| 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, trauma or illness 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 (other than as a precaution) * 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. * All staff working directly with children within the preschool are suitably trained to administer first aid appropriate to the symptoms present. * If a serious/life threatening injury is sustained, an ambulance will be called immediately, if required.by preschool staff. * The school office will be notified in the event that an ambulance is required, and families will be called immediately after. |
| 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 a staff member. They will be given the opportunity to talk about what they experienced or witnessed. At the request of families, 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, while kept under close supervision and made comfortable. * The child will be taken to the Community Room separated from the other children and kept comfortable. The Front Office will be contacted to provide additional supervision until the family/carers are able to collect the child. * 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 do so. * If required, an ambulance will be called. The Preschool Educator will make this decision, make the call and then notify the Front Office in the event that an ambulance is required. Families will be called immediately after. * 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, for example, equipment used, toys, pillow, sheets. |
| Incident | * If a child/ren are involved in any unplanned event resulting in an injury to any person or having the potential to significantly affect the health, safety and wellbeing of employees, students or other individuals, Preschool staff will document the incident on an Incident, Injury, Trauma and Illness Record and in the next 24 hours following, either: * notify the department's Incident Report and Support Hotline on 1800 811 523 or * fill out a Register of Injuries and Incident Notification Form 018 and email to [HSDIncidentReporting@det.nsw.edu.au](mailto:HSDIncidentReporting@det.nsw.edu.au) |

#### **Record of procedure’s review**

| **Date of review and Who was involved** | **31-3-21**  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  **19-7-21**  Hylie McEvoy (Preschool Educator)  Michelle Lynch (Pedagogical Leader)  **25-11-21**  Michelle Lynch (Pedagogical Leader)  **4/3/22**  Michelle Lynch (Pedagogical Leader)  **3/3/23**  Hylie McEvoy (Preschool Educator)  Alex Hay (Preschool SLSO)  **1/6/23**  Hylie McEvoy (Preschool Educator)  Alex Hay (Preschool SLSO)  Michelle Lynch (Pedagogical Leader)  **15/10/23**  Hylie McEvoy (Preschool Educator)  Michelle Lynch (Pedagogical Leader) |
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| **Key changes made and reason why** | **25/11/21**  Inclusion of courtesy call to families relating to all injury (evident or potential) to the head of a child.  Principal to document ALL incidents into SENTRAL for reference/evidence.  Any injury requiring first aid deemed as ‘Serious’ a phone call to be made to families highlighted.  **4/3/22**  Clarity pertaining to definition of injury to head/bite  Explicit reference to where IITI Records are kept  **1/6/23**  Addition of Educator to contact and ask the Parent/Carer permission for the authorised person to sign the record on their behalf. This is recorded in the ‘additional notes’ section.  Addition of staff requiring to complete an incident, injury, trauma or illness record if notified by a parent/carer that an incident, injury, trauma or illness was suffered at preschool and the child **DID NOT** report it.  Addition of if staff witnesses an incident, injury, trauma or illness on school grounds prior to/post attendance to Preschool or are shared an incident, injury, trauma or illness of a child by a parent/carer prior to their attendance, an incident, injury, trauma or illness record will be completed.  Addition of parents/carers being informed of this Procedure in the Parent Handbook and Welcome Back Termly Letter.  Removal of staff providing parents from culturally and linguistically diverse backgrounds information in their first language if required.  Addition of section defining what constitutes an incident and grounds for completing an Incident, Injury, Trauma and Illness Record.  **15/10/2023**  Updated (addition/deletion) as per Early Learning Leading and Operating Preschool Guidelines vOct2023 |
| **Record of communication of significant changes to relevant stakeholders** | **Principal:** Email & Acknowledgement Spreadsheet 16/10/23  **Staff:** Email & Acknowledgement Spreadsheet 16/10/23  **Parents:** Sentral Parent Portal 16/10/23  Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service. |