



## Procedure related to incident, injury, trauma and illness

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.1	85 86 87	Student health in NSW schools: A summary and consolidation of policy

### What steps or action will be taken if a child becomes ill at preschool?

If a child becomes ill, one educator will comfort the child and attend to their needs. The other educator contacts family while supervising the rest of the children. All illnesses are followed up with an illness report which families read and sign on arrival to the Preschool.

#### - is suspected of having an infectious disease?

If an infectious disease is suspected we immediately contact family and inform them and ask them to pick up their child as soon as possible. Child is encouraged to spend time in a low traffic area. Our Principal and Supervisor is then notified. Families are asked to inform us of a diagnosis as soon as possible so the principal can contact Early Learning, notify other families and the Health Department.

#### - is injured at preschool?

If a child is injured at preschool an educator will attend to the child's needs immediately. After assessing the child's injury First Aid is applied. If it is a minor injury children are asked to rest while first First Aid is applied. If it is a more serious injury, an ambulance and/or the family are contacted by one educator while the other Educator applies First Aid. The Principal, our supervisor and Early Learning is also contacted when it is a serious injury to make a notification. All injuries are followed up with an injuries report which families read and sign on arrival to the Preschool. Families may request a copy of the injury report. All families must be notified within 24 hours of an incident. If an Educator calls families regarding an incident this is documented on the incident report

- suffers trauma (an emotional response to a traumatic experience) at preschool?

If a child suffers from any emotional trauma, educators provide comfort and reassurance until the child calms down. After a duration of time depending on each situation, for example if it is out of character for the child to be so upset and unsettled, families are then contacted to notify them. Otherwise families are notified verbally of their child's trauma on pick up

- vomits, has diarrhoea or a fever?

If a child vomits, has diarrhoea or a fever, families are called immediately. The child is moved to a low traffic area to allow them to rest until the family arrives and to try avoid the spread of illness in our Preschool. All illnesses are followed up with an illness report which families read and sign on arrival to the Preschool.

**What action will be taken in a medical emergency? If required, whose role is it to call an ambulance?**

In a medical emergency, 000 emergency services are called by the Educators. The first Aid officer comforts the child and puts them into a position and applies First Aid depending on the injury. This person stays with them until emergency assistance arrives. All injuries are followed up with notifying the Principal, Supervisor and Early learning and with an injuries report which families read and sign on arrival to the Preschool. Where needed, call on additional staff support from the school.

**Who completes 'Incident, injury, trauma or illness' records?**

The educator who witnessed the 'Incident, injury, trauma or illness' or the educator who is on duty at the time completes all necessary documentation/records.

**Where are these completed records stored?**

The blank incident forms are located on a clipboard next to the first aid bag (next to sinks in classroom). Once the parent has signed they are filed in the filing cabinet. At the end of the year they are archived into our archive room and are kept until the child is twenty five.

**What is the method and timeframe for notifying families in the case of an incident, injury, trauma or illness? • In which situations will a family be contacted immediately?**

If a child has an incident, injury, trauma or illness families are contacted almost immediately if it is serious such as a head injury or a contagious illness. However if it is a minor incident, injury, trauma or illness the family will be notified when they arrive to pick up their child that day.

**In the case of a serious incident the principal will make the required notification to Early Learning.**