



# Mascot Public School Preschool Procedure

## *Incident, Injury, Trauma and Illness*

Reviewed: 13/08/2018, 02/10/2019, 20/5/20, 29/8/21

Education and Care Services Regulation/s	NSW Department of Education Policy, Procedure or Guideline	Preschool Handbook Reference
<p><u>Regulation 85</u></p> <p><u>Regulation 86</u></p> <p><u>Regulation 87</u></p> <p><u>Regulation 168 (2)(b)</u></p>	<p>The following department policies and relevant documents can be accessed from the department’s website:</p> <ul style="list-style-type: none"> <li>• <u>Student Health in NSW Public Schools: A Summary and Consolidation of Policy - PD/2004/0034/V01</u></li> <li>• <u>Reporting School Accidents Policy - PD/2002/0064/V04</u></li> <li>• <u>Incident Notification and Response Policy - PD/2007/0362/V04</u></li> <li>• Emergency Management Procedure</li> <li>• <u>Student Health in NSW Public Schools: A Summary and Consolidation of Policy - PD/2004/0034/V01</u></li> <li>• Preschool Notification Fact Sheet (attached)</li> </ul>	

### Resources

ACECQA [Incident, Injury, Trauma and Illness Record](#) Template.

ACECQA [Other Sample Forms and Templates](#).

### Procedures

#### Children who become ill at Preschool

- If a child becomes ill while at preschool, parents will be contacted and asked to collect them *as soon as possible* or arrange for their nominated emergency contact to pick them up.
- If a child has symptoms of a fever and appears unwell, their parents will be called and asked to collect them.

- 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.
- Families will be asked to keep any child who has been ill at home until they are fully recovered, particularly if they are contagious, have a severe cough or continually runny nose. Children who have had diarrhoea or vomiting in the previous twenty-four (24) hours should be kept at home. A child's temperature must be normal for twenty-four (24) hours before returning to preschool.
- If a family is unsure of these procedures, they will be referred to the Preschool Handbook, and if needed, referred to the Principal.
- If a child has diarrhoea at preschool their parent will be called and asked to collect them.
- If a child vomits, the educators will isolate them from the other children, monitor them and if they continue to vomit, their parent will be called and ask to collect them.

#### **Dealing with Incidents, Injuries and Trauma**

- The nearest educator on hand will assist the child by providing basic first aid (band-aids, icepack) and assess the situation. If necessary, this educator will call for assistance from the nominated first aider.
- In the case of an emergency or a more serious incident or injury, the office and/or principal will be informed and depending on the severity of the situation will call an ambulance.
- Parents will be notified as soon as practical as and no later than twenty-four (24) hours after the occurrence. They will be requested to sign the Incident Record.

#### **Recording Illness, Incidents, Injuries and Trauma**

- Our educators will ensure that all incidents, injury, trauma and illness are documented on the ACECQA developed template and stored with their enrolment form. A common sense approach should be taken to decide whether the accident needs to be documented.
- The reports will be kept until the child reaches the age of twenty-five (25) years, as with all children attending the school.
- **Serious incidents** will be reported to the principal, who in turn will contact DoE Early Learning as soon as possible, who will then notify the regulatory authority within twenty-four (24) hours of the incident occurring, on the SIO1form.

The definition of serious incidents that must be notified to the regulatory authority is:

- The death of a child:
  - While being educated and cared for by an education and care service; or
  - Following an incident while being educated and cared for by an education and care service.

- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:
  - A reasonable person would consider required urgent medical attention from a registered medical practitioner; or
  - For which the child attended, or ought reasonably to have attended, a hospital e.g. whooping cough, broken limb, anaphylaxis reaction.
  
- Any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought under any circumstance where a child being educated and cared for by an education and care service, which:
  - Appears to be missing or cannot be accounted for; or
  - Appears to have been taken or removed from the education and care service premises in a manner that contravenes these regulations; or
  - Is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

**Note:** All department staff complete mandatory department e-Emergency Care, CPR and Anaphylaxis Training. In addition, there is always one staff member readily available who holds the ACECQA approved First Aid, Anaphylaxis and Asthma Qualifications.