

Barlu Kurli Preschool Procedure

Incident, injury, trauma, and illness

Reviewed: Feb 2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 85</p> <p>Regulation 86</p> <p>Regulation 87</p> <p>Regulation 168 (2)(b)</p>	<p><u>Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</u></p> <p><u>Reporting School Accidents Policy PD/2002/0064/V04</u></p> <p><u>Reporting school accidents support document (PDF 95.94KB)</u></p> <p><u>Incident Reporting Policy PD/2007/0362/V03</u></p> <p><u>Incident Reporting Procedures (PDF 120.17KB)</u></p> <p><u>Incident reporting</u> information</p> <p><u>Emergency management</u></p> <p><u>Emergency management procedure (PDF 498.17KB)</u></p> <p><u>First aid</u> information</p> <p><u>Preschool notification fact sheet</u> (below) provides information about the incidents that must be notified to the NSW regulatory authority and highlights the required time frame</p>		
<p><i>Resources:</i></p> <p>ACECQA Incident, injury, trauma and illness record</p>			

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.

Recording Illness, Accidents and Incidents: -

The Education and Care Services National Regulations (regulations 85 – 87) highlight the need for records to be kept on illness or injury whilst children are at the preschool. Teachers in preschools, as for all teachers in the school, need to 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 teacher, witnessed by another adult and verified by the parents.

An accident or incident report should be prepared for anything that occurs on the premises that is not minor. A common sense approach should be taken to decide whether the accident needs to be reported.

All incidents will be documented and stored according to regulatory requirements within a locked filing cabinet in the Barlu Kurli Preschool office as well as all completed accident and incident reports should be given to the principal.

The principal is responsible for any appropriate notifications. Serious incidents, as specified in regulation 12 are to be reported to Early Learning who will then notify the regulatory authority.

The reports must be kept until the child reaches the age of 25 years, as with all children attending the school.

Emergency Contacts: -

Staff act promptly in an emergency.

Preschools must have the following information, with contact telephone numbers, clearly displayed next to each telephone at all times:

Please add your details here and ensure displayed clearly near phone

- Emergency number – 000
- Poisons Information Centre - 13 11 26
- Local Hospital Casualty Department - Wilcannia Multi purpose service - 08 8083 8777

14 Ross Street Wilcannia

- Local Police - 08 8083 8099

89 Reid Street Wilcannia

- Street Address and Telephone Number of Barlu Kurli Preschool - 08 8091 - 5282

Wilcannia Central School Main site - 08 8091 - 5801 Barrier Hwy & Hood St Wilcannia

Children who become ill at preschool -

- If a child becomes ill while at preschool, parents or designated caregiver 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 chickenpox, they will be isolated from other children, made comfortable and supervised by a staff member until collected.

Infectious diseases -

- If a child contracts a vaccine-preventable disease, preschool staff will tell the Principal who will contact parents and the nearest public health unit if necessary.
- The child must also get a medical clearance from a doctor before they return to preschool.

- All parents /carers 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 time frame.
- 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 and reporting procedures. This includes notifying all families of incidents of infectious disease, and details, while maintaining confidentiality of individuals involved.
- Preschool staff will ensure that parents from culturally and linguistically diverse backgrounds are given information in their first language if necessary.

Serious incident Notification Definitions and Guidelines

DoE Policy: The Principal must notify the DoE Early Learning Unit on 02 9266 -8165 as soon as possible after a serious incident. Early Learning Unit then contacts the regulatory authority within 24 hours of becoming aware of a serious incident.

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

(a) The death of a child:

- (i) while being educated and cared for by an education and care service or
- (ii) following an incident while being educated and cared for by an education and care service.

(b) 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:

- (i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or
- (ii) for which the child attended, or ought reasonably to have attended, a hospital.

e.g whooping cough, broken limb, anaphylaxis reaction

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) any circumstance where a child being educated and cared for by an education and care service

(i) appears to be missing or cannot be accounted for or

(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these regulations or

(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

User guide for reviewing and updating this LP - Some points to address are;

- What you do when a child becomes ill at preschool, as well as if this child is suspected of having an infectious disease
- Steps taken when an incident occurs
- Note that 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
- Processes for calling emergency services
- Method used to record *incidents, injury, trauma and illness*, as well as the storage of these documents.
- Method and timeframe for notifying families in the case of an incident, injury, trauma or illness
- Definition of a serious incident and process for notifying Early Learning of a serious incident (see guidelines below)



Consistent with the Education and Care Services National Law and National Regulations 2011 notifications must be made to the NSW regulatory authority.

What is a notification?

A notification must be made to the regulatory authority if any of the following occurs at the preschool:

1. A serious incident
2. Complaints alleging that the safety, health or wellbeing of a child was or is being compromised
3. Complaints alleging the National Law has been contravened
4. An incident that requires/required the preschool to close, or reduce the number of children attending the service
5. A circumstance that poses a risk to the health, safety or wellbeing of a child attending the service
6. Proposed changes to the premises
7. Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for at the service.

If any of these occur, the Early Learning Unit must be contacted so that preschools can be supported through the notification process. The Early Learning Unit must submit the notification on behalf of the preschool.

The Guide to the National Quality Framework – page 458 has a detailed list of incidents that require notification with timeframes.

What is a serious incident?

Incidents of a serious nature requiring notification include:

- The death of a child while attending the preschool, or following an incident while attending the preschool
- Any incident involving serious injury, trauma, or illness of a child where medical attention was sought (attendance at a doctor or hospital). For example, whooping cough, broken limb, head injury, or anaphylaxis reaction
- Any incident where the attendance of emergency services at the premises was sought, or should have been sought
- If a child:
 - appears to be missing or cannot be accounted for
 - appears to have been taken or removed from the premises in a manner that contravenes the National Regulations.
 - is mistakenly locked in or locked out of the preschool or any part of the premises.
- The regulatory authority must be notified within **24 hours** of or becoming aware of a serious incident

How to make a notification?

To make a notification contact the Early Learning Unit on 9266 8165