

# Coota Gulla Preschool Procedures



## Incident, Injury, Trauma and Illness

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
<a href="#">2.1</a>	<a href="#">85</a> <a href="#">86</a> <a href="#">87</a>	<ul style="list-style-type: none"><li>▪ <a href="#">Student health in NSW schools: A summary and consolidation of policy</a></li></ul>
Next Review Date:		4/3/23

In the event of any incident, injury, trauma or illness the Incident, Injury, Trauma and Illness Form must be completed. These records are kept in the Deputy Principal's office. In the event of a serious incident, including any head injury, a copy of the form is also kept in the principal's office in the Injuries folder.

If necessary, a trained First Aid Officer attends to the child. If she is absent one of the other four First Aid Officers in the school are called to attend. If the First Aid Officer deems it necessary then an ambulance will be called from the preschool and directed to Gate 4. A member of the preschool staff will then notify the main office that an ambulance has been called and a staff member will go to Gate 4 to direct them.

If a child is ill, is suspected of having an infectious disease or has a serious injury, including any head injury, the parent/carer is notified immediately to collect the child. Records of illness are kept in the Preschool office.

For any non-serious injury, the parent/carer is notified after first aid has been administered. The parent/carer decides whether to pick up the child.

If a child suffers trauma the parent/carer is notified and, particularly if the child is distressed and cannot be settled, the parent/carer can pick the child up. If necessary, counselling can be made available at school or the counsellor can refer the parent/carer to an alternative service.

The parent is notified as soon as practicable as the first priority is care for the child.

When the parent/carer arrives, they can verify and sign the form, then they are given a copy of the form.

- Where first aid is required the Administration of First Aid procedure is followed.
- Where the incident involves an existing condition the Dealing with Medical Conditions procedure is followed.
- Where the incident involves medication the Administration of Medication procedure is followed.
- If a child is suspected of having an infectious disease then the Dealing with Infectious Diseases including Immunisation procedure is followed.
- If a child is sent home due to injury or illness, a follow up phone call will be made by the Preschool staff a couple of hours after to check on the child's condition and see if the child required further medical attention.

After the incident, appropriate notifications are made, including the Incident Report and Support Hotline, Early Learning and/or the Early Childhood Education Directorate, as required.