

<p><u>Name: Incidents , Injury , Trauma or Illness policy</u></p>	<p><u>Sources:</u> Education and Care services National/NSW Regs 2011 Staying Healthy in Child Care, 4th edition , 2011 www.workcover.nsw.gov.au</p>
<p><u>Date:</u> 13/11/11 compiled by Cathy Marshall <u>Reviewed by:</u></p>	<p><u>NQS:</u> Area 2: Children's health and safety , 2.1 <u>EYLF:</u> L/O 3 Wellbeing <u>Regs: Div 4 , reg 168 , 95 , 96</u></p>

Aim:

Staff at Shoalhaven Community Preschool aim to safeguard the health and well being of children and adults in the centre.

Explanation:

Comprehensive and consistent illness and infection measures are fundamental to the provision of quality care. Children who are physically unwell should not attend preschool. In the event of an accident or injury Shoalhaven Community Preschool will ensure immediate action, appropriate services and care are provided . Injuries and incidents can be classified as minor or Trauma. Trauma incidents require outside medical assistance.

1. Infectious diseases
2. Infection control
3. Illness
4. Injury and trauma

Implementation:

Infectious Diseases

Shoalhaven Community Preschool will aim to minimise the spread of infectious diseases.(See infectious diseases policy)

Illness

If a child is displaying symptoms of illness educators will take the Childs temperature to assist them in assessing the situation.(Defn of a fever is greater than 37.5 , according to Staying Healthy in childcare) Educators will collaborate with the room supervisor to decide on a course of action which is best for the child and can include

- A period of observation
- Notifying parents of any concerns
- Deciding to send a child home. Preschool is not the best place for sick children to be.
- If a child is ill a parent will be called to collect the child and an Incident , Injury , Trauma or Illness form will be completed and signed by parents within 24 hours and filed in the IITI Register. If a child's parents cannot pick the child up an alternate authorised collector can be arranged in consultation with the parents.

Caring for an ill child

- Whilst the ill child is in our care we will ensure an educator with first aid training tends to their needs , assists the child to rest and be apart from the remainder of the children. Current First Aid procedures for the management of fever will be followed.
- The parents of the ill child will be called to collect their child and asked to sign an incidence , injury , trauma or illness form. This will be recorded and filed in the IITI register.
- Panadol will be kept on the premises and available to parents of children with fevers for them to administer if they wish.
- If the collection of the child is delayed and the child has a high fever verbal permission from parents , a medical practitioner or an emergency service may be given so that the Certified supervisor only , may authorise a dose of panadol to assist with bringing down the fever.

Injury

Minor

Shoalhaven Community preschool requires that:

- Certified supervisors and at least 1 staff member in each room have current first aid certificates.
- Current first Aid procedures will be followed by an educator trained in first Aid. A suitably stocked first Aid kit will be accessible at all times.
- An incidence , injury , trauma or illness report will be completed , witnessed , and signed by parents within 24 hours of the occurrence.(see Appendix). This will be kept in the IITI register.
- Educators will collaborate with the Certified Supervisor to determine whether the injury warrants a phone call to parents to notify them of the injury. This doesn't mean a child has to go home but that decision can be made at the parents discretion.

Trauma/Major

- In the event of a child needing emergency dental or medical treatment a parent or emergency contact person should accompany the child either independently or by ambulance in emergency situations. If an ambulance is needed and the parent or emergency contact cannot be reached a primary educator will accompany the child until such time as the care of the child can be transferred back to the parent or emergency contact. An IITI report will be completed , witnessed and signed by parents then kept in the IITI register and a copy kept in the child's individual enrolment file. A notification of serious injury form will be completed and lodged with ACEQA within 24 hours
- In the event of hospitalisation or death of a child whilst in care the Nominated Supervisor and committee president will be notified as per current regulations. The Nominated Supervisor is required to ensure that the family of the child, a police officer and ACEQA are informed within 24 hours by completing a notification of serious injury form.
- In the event of an accident considered to be a work environment related event the Certified Supervisor will notify NSW Workcover. Notification must be given if a person is unable to work for 7 continuous days as a result of injury , a work related death or if an employee is exposed to body fluids that presents a risk of transmission of blood borne disease, any incidence of violence or an uncontrolled explosion, fire or escape of gas.

Serious incident

- A serious incident includes death as a result of attending a service , injury or illness where medical aid is sought , an incident where emergency services are requested and if a child...
- Appears to be missing or can't be found
- Appears to be taken or removed in a way that breaches regulations
- Is mistakenly locked in or out of any part of the premises.
- Serious incidents must be reported to ACEQA using the Notification of serious injury form and within 24 hours.