**Granville Public School Preschool**

**Procedures for Incident, Injury, Trauma and Illness**

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.

*At Granville Public School Preschool we:*

* All accidents and incidents are recorded and those that are deemed to be serious are reported to the principal. Parents sign to acknowledge that they have seen the report.
* Illness registered completed and on display within the preschool
* Accident/Incident report is filed in the child’s file
* All information retained until the child reaches the age of 25 years
* In case of a Serious incidents, as specified in regulation 12 (serious incidents about children include: injury, illness, trauma; urgent medical treatment eg whooping cough, broken limbs, anaphylaxis reaction; death; missing from the premises; removal in a way that breaches the regulations; mistakenly locked in or out; attendance of emergency services), preschool follows school procedures (notifying principal), he/she will then notify the regulatory authority.
* Notify parents if a child becomes ill while at preschool, and ask them to collect their child or arrange for their nominated emergency contact to pick them up.