

## ABERFOYLE HUB PRESCHOOL

### INCIDENT, TRAUMA & ILLNESS POLICY

#### OBJECTIVES:

Aberfoyle Hub Preschool aims to support a healthy environment for children, staff and families.

The close proximity of many children in the centre increases the risk of cross infection, not only between children attending, but also to visitors, including the possibility of newly pregnant mothers, very young babies and staff members.

#### IMPLEMENTATION:

- Children who are unwell prior to their session should be kept at home.
- Children with contagious or infectious diseases including **head-lice, diarrhoea, vomiting, conjunctivitis, raised temperature and 'green' noses** are not to attend the preschool until their condition is safe for others.
- Staff will refer to the book "You've Got What – General Topics" located on the shelf in the staff room to determine how long a child is to be excluded from the centre.
- The information pertaining to the illness will be displayed on the front door to alert other families.
- The Child Care centres –Aberfoyle Pk Community Child Care Centre and Good Start Early Learning Centre, will be notified of any contagious illness.
- Families who do not come to the centre will be notified by phone or email.
- **It is the parents/carers responsibility to notify the preschool of their child's infectious disease.**
- If a child appears ill during the day, staff will contact parents or emergency contacts. Parents/carers will be given an illness report completed by a staff member.
- If a child is to return to Child Care attempts will be made to contact parents/carers so they may decide whether they want to collect the child themselves or if they want the child to be returned to Child Care
- If parents/carers cannot be contacted, staff will contact authorised emergency contacts. Staff will comfort and administer help to the child until contact is made with a parent/carer or emergency contact person.

If the symptoms are severe staff may:

- Contact local medical practitioner by phone and have a staff member accompany child for appointment.
- Call an ambulance to transport the child to the most appropriate hospital (accompanied by staff member).

Every attempt will be made to inform parents of their child's condition and destination.

P.T.O.

The following matters must be reported with IRMS as a matter of urgency (within 12 hours):

- Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought
- Attendance of emergency services at the education and care services premises was sought, or ought reasonably to have been sought
- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service
- A child was missing or not able to be accounted for
- A child was taken or removed from the service in a manner that contravenes the *Regulations*
- A child was mistakenly locked in or out of the premises
- An incident that requires the service to close or reduce the number of children attending
- A circumstance that posed a significant risk to the health, safety or wellbeing of a child.

Endorsed by the staff and Governing Council 1<sup>st</sup> June 2017