



God said, "I have loved you with an everlasting love," Jeremiah 31: 3

Incidents and Injury Policy

Aim

Sutherland Presbyterian Church Preschool is committed to children's safety. Protecting children from danger and harm is a priority. We will comply with our regulatory guidelines and recommended industry safety standards.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

Children will be actively supervised at all times, will not be left unattended and will not be intentionally placed in harm's way.

If an incident was to occur, the educator will administer first aid immediately and every attempt will be made to contain the situation to protect from further harm. Family will be informed immediately if medical aid or hospitalisation is required.

After an incident, we will thoroughly investigate the situation, including leading up to, during and after the situation. Serious incidents resulting in medical intervention will be formally notified to the Regulatory Body and all other incidents will be recorded on a daily basis for family information.

Explanation

Educators will ensure:

- Ratio is maintained at all times – noting that to be counted in ratio educators need to be working directly with the children.
- Children are in sight or audible, at all times, for prompt attention to safety and response to any incident. Where additional risk is associated with an experience then children must be directly supervised – e.g. water play. Educators must pack away or modify high risk experiences before moving away from them, e.g. emptying water.
- First aid is administered quickly to prevent any serious harm or secondary issues.
- Each educator holds a valid qualification in emergency First Aid and CPR.
- Emergency procedures are on display at all exit points
- First aid stations are well marked within the building.



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- First aid kits are well stocked and requirements for additional materials are addressed by Rita R. once a term.
- An Incident/ Injury/ Trauma Record is completed for each incident that occurred as soon as practicably possible, no more than 2 hours after the incident.
- Confidentiality for the child and family is respected at all times.
- There is opportunity for further discussion of any issues arising, including preventative strategies or debriefing of the incident, with those involved and the service management.
- Risk assessments are completed to minimise the impact of hazards in the service and to identify patterns of injury or incident.

Definitions in this policy

- Injury – An event resulting in a child becoming injured that may or may not require first aid or further medical treatment (e.g. falling and hurting self)
- Incident – An event resulting in a child being affected by what they witnessed or experienced that may require further support (e.g. witnessing a traumatic event)

Procedures

Responding to an injury/incident

1. Educators will attend to the child, calming the child and applying First Aid measures. A child is not to be moved unless they can move themselves to ensure no spinal injuries. Educators are to wear gloves if any bodily fluids are present.
2. **Under the following circumstances, family will be phoned immediately after the incident/injury:**
 - **head injuries.**
 - **prominent scaring or abrasion, especially to the face.**
 - **any injury that may require medical attention at a later time.**
 - **if the child exhibits abnormal behaviour, even if no external signs of injury.**
 - **wasp or bee stings.**
 - **when, in the best judgement of an educator, there is good reason for early notification.**



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3. If necessary, the remainder of the children will be removed to a safe location where they can be easily supervised and allow the injured child(ren) to be responded to appropriately. The supervision and duty of care of all children must remain a top priority. If additional educators are required to respond to the incident then children must be gathered for a quiet experience, such as a story, to ensure adequate supervision and reduce the risk of further incident.

Reporting an incident or injury

1. When a phone call is not deemed necessary, educators will inform family on arrival, verbally or via a note on the sign in sheet asking for the parents to see their child's educator before leaving.

2. Educators will complete an Incident/ Injury/ Trauma Record each time a child is injured or may have been traumatised by the incident. This form will contain the following information:

- Child's name
- Date and time of incident
- Location of incident
- Type of injuries obtained (if any)
- Location of injuries obtained (if any)
- Treatment provided and by whom
- Witness details (if any)

3. The family will be shown the Incident/ Injury/ Trauma Record and asked to date and sign it when they arrive, to confirm that they have been informed about the incident. If the Educator on the form is not available for further discussion the family can make an appointment to gain a deeper understanding of the situation.

4. Where circumstances are exceptional and a written report is not available that day, the preschool will provide an Incident/ Injury/ Trauma Record on the next available preschool day for the family.

5. Any reporting of incidents or injuries to family, including sharing of the incident form, must include the name and signature of the person who communicated (or attempted to communicate where they did not respond) the information to the family

In the case of a serious incident (requiring a medical professional to attend) the following will occur

1. First aid will be administered immediately and another team member will call for an ambulance.
2. A member of the educating or administration team will notify the Director, giving details of the emergency.
3. The Director will take control of the situation and ensure the family is contacted.
4. Educators not directly involved in responding to the incident will take other children to another part of the building/grounds.



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5. The Director will lodge a full report of the incident to the Jericho Road Children's Services Manager (Bernadette Reyes) as soon as practicable, who is responsible for making a report, within 24 hours to the Department of Education and Early Childhood Development via form SI01 on ACECQA's NQA-ITS system. Educators must provide all supporting documentation to support the report and prove all precautions had been taken.

In the case of a death occurring at the preschool

Once all procedures and first aid had been applied as per above, in the unlikely and unfortunate case of a death we will ensure:

1. A team member will administer first aid and CPR while a second team member calls for an ambulance. Resuscitation efforts will continue until such time as a trained medical professional arrives.
2. The Director will be notified, given details of the emergency
3. The Director will take control of the situation and ensure the family of the child are contacted as soon as possible while waiting for the ambulance
4. An educator will take other children to another part of the building/grounds and keep them engaged in an experience such as a story or a discussion that requires minimal supervision and ensures the children's safety while ratios may be impacted
5. Any instructions provided by emergency services officers who arrive on the scene will be followed. This may include assisting Ambulance personnel, discussing information with Police officers etc. Adequate supervision must be maintained as a priority and additional staff may be called in to ensure ratios are maintained and the wellbeing of all children is met.
6. As soon as possible educators will document clearly and specifically the details of the emergency on the Incident/ Injury/ Trauma Record ensuring as much information is provided as possible.
7. The Director will lodge a full report of the incident to the Jericho Road Children's Services Manager (Bernadette Reyes) as soon as practicable, who is responsible for making a report, within 24 hours to the Department of Education and Early Childhood Development via form SI01 on ACECQA's NQA-ITS system. Educators must provide all supporting documentation to support the report and prove all precautions had been taken.
8. The Director will
 - Ensure all preventative safety strategies are put in place.
 - Ensure all legal documentation of an accident or injury is properly reported and kept for the required duration.
 - Organise counselling in any case where a death or serious injury at the service has traumatised Educators, other staff, children and/or families.



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Source

Australian Children's Education and Care Quality Authority

Compliance Evidence

Education and Care Services National Regulations (2025) 12, 85, 86, 86, 89, 136, 168, 176, 183

National Quality Standards 2.1, 2.2, 3.1, 4.1, 7.1, 7.2

Child Safe Standards: 5, 7, 8

Date of current review: May 2026

Date of previous review: July 2025, Jan 2024

Date of next review: May 2027



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Sutherland Presbyterian Church Preschool - Incident/Injury Form

Child's name: _____ Age: _____

Date of incident: ____/____/20____ Time of incident: _____ am/pm

Where incident occurred within the service: _____
Be specific with the location e.g. where in the environment, near what structures/landmarks

How did the incident occur? _____

Details of the incident:

Mark where injury occurred:

Type of incident:

Graze Bruise

Bump Scrape

Bite Trauma

Sprain/twist Break (suspected)

Foreign object embedded

Cut Head/neck injury

Other _____

First aid provided:

Comfort

Bandaid

Bandage

Rinse out

Splint/Sling

Ice pack

Other _____

Witness Details: Name: _____ Signature: _____ Not witnessed

First Aider: Name: _____ Signature: _____

Communication of Incident:

Was the parent/guardian informed? Yes No If yes record the following information:

Attempt 1: Person Contacted: _____ Time of contact: _____ am/pm

Outcome: _____

Attempt 2: Person Contacted: _____ Time of contact: _____ am/pm

Outcome: _____

Details of staff member who contacted/attempted to contact the family:

Name: _____ Signature: _____

Was medical attention sought? Yes No If yes, record the following information:

Person contacted: _____ Time of contact: _____ am/pm

Outcome: _____



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I acknowledge that I have been informed of the information above.

Parent/Guardian Name: _____ Signature: _____

Date: _____

Details of person who shared the form with the parent/guardian

Name: _____ Signature: _____



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2026 Incident, Injury, Trauma Summary For Children and Staff

Date	Name	DOB	Details of Incident	Treatment	Child received further medical care	Must be reported to DEC	Reported to DEC form on ACECQA website



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Review of incidents, injuries or trauma reports

Period covered:

Date of review:

Completed by:

Most common types of incidents:

Possible reasons:

Are there or could there any adaptations be made to practices, supervision or the environment to minimise this type of injury?

Actions taken:

Are there any zones that have more incidents?

Possible reasons:

Are there or could there any adaptations be made to practices, supervision or the environment to minimise this type of injury?

Actions taken:

Parent or community feedback on any incidents plus any followup or actions taken as a result: