

Weetangera Preschool Unit Incident, Injury, Illness or Trauma flowchart

Assess child

If a minor incident, injury, illness or trauma: treat child

Register injury, illness, incident or trauma in the record

Complete notification for child's family and place in child's bag

If more than a mild incident, injury, illness or trauma: treat child and commence an action log and record actions sequentially as they occur

register injury, illness, incident, trauma in record

Contact child's family and complete notification



Complete student Accident/Injury Report and send into the Directorate ASAP
Complete Quality Care Assurance Report and send to regulatory authority ASAP



School principal to make contact with their School Network Leader.

The National Law requires the Regulatory Authority to be notified of any serious incident at an Approved Service. A serious incident includes:

- the death of a child while attending a service, or following an incident while attending a service
- any incident involving injury, trauma or illness of a child where medical attention was sought, or should have been sought
- an incident at the service premises where the attendance of emergency services was sought, or should have been sought
- if a child:
 - appears to be missing or cannot be accounted for
 - appears to have been taken or removed from the service premises in a way that breaches the National Regulations
 - or is mistakenly locked in or locked out of any part of the service premises.

The following are some examples of the sorts of incidents the CPRU needs to be notified about: head injuries, fractures, burns, bronchiolitis, asthma or diarrhoea requiring hospitalisation, epileptic seizure, measles, whooping cough, sexual assault, witnessing a violent or frightening event, whooping cough, anaphylaxis.