

ACT Public Preschool Incident, Injury, Trauma, and Illness Notification Flow Chart

Incident, injury, trauma, or illness occurs

General First Aid

- Provide first aid according to First Aid Procedure
- Notify parent/carer of child as soon as possible following the incident (no later than 24 hours after the incident has occurred)
- Parent to sign incident or injury report form
- Scanned copy to be provided upon request

Any Head Injury

- Provide first aid according to First Aid Procedure
- Phone call to parents/carers of child upon delivery of first aid
- Notify parent/carer of child as soon as possible following the incident (no later than 24 hours after the incident has occurred)
- Parent to sign incident or injury report form
- Scanned copy to be provided upon request

Serious incident or injury

- Serious incidents include:
 - Any incident that required attention of an authorised medical practitioner,
 - Any incident where a child was missing or taken from the service (including absconding),
 - Any allegation of abuse of a child while in attendance at the service, or
 - The death of a child while in attendance at the service
- School to complete incident or injury report form
- Notify principal and School Operations
- Principal to notify parent or carer of child
- School Operations to inform CECA within 24 hours of incident occurring

Please see [Regulation 12](#) of the Education and Care Services National Regulations for definition of Serious Incident.

Records of all incidents must be kept on student file or SAS