



**Coolamon School of Early Learning**  
**Staff Meeting – 1<sup>st</sup> August 2023**  
**Agenda**

**Quality Area 7: Governance and Leadership**

**Standard 7.1:** Governance supports the operation of a quality service

**Standard 7.2:** Effective leadership builds and promotes a positive organisational culture and professional learning community.

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Open and Welcome - Apologies

**Acknowledgement of Country**

"I would like to begin by acknowledging the Whadjuk Noongar People as the Traditional Custodians of the land on which we are gathered today. I pay my respects to their Elders, past, present and emerging."

**1. Compliance and Policy Reviews**

- Any maintenance issues? - invest doors/invent 2x clock Explorers outdoor
  - Brittany – Food safe/allergy aware/CPR/First Aid – ASAP
  - Chantelle K – CPR – ASAP
  - Cloe – CPR – ASAP
  - Claire - First Aid/CPR/Child Protection/food safety/allergy aware – ASAP
  - Felicity - Child Protection/food safety/allergy aware – ASAP
  - Ikran – CPR – ASAP
  - Jess – Food Safety/Allergy Aware/CPR – ASAP
  - Kellie – CPR ASAP
  - Keshia – First Aid/CPR/Child Protection/food safety/allergy aware – ASAP
  - Michelle – CPR/Allergy Aware – ASAP
  - Millie – Child Protection/Food Safety/ Allergy Aware – ASAP
  - Phoebe – CPR ASAP
  - Sanjina – CPR – ASAP
  - Say - CPR/Allergy Aware – ASAP
  - Shaylee – CPR/Child Protection – ASAP
  - Shelby - Child Protection/food safety/allergy aware – ASAP
  - Thelma – CPR ASAP
- bin for trolley - Discoverers indoor  
phone - outdoors upstairs*
- Raksha  
Millie  
Caitlyn*

**2. Health and Safety**

- Administration of Medication – Panadol only to be administered (with parent consent) if a child has a temperature and is being sent home. Any other use requires a doctor's certificate and permission from the management team. Ensure there is a witness, hands are washed/gloves worn and that both educators check the prescription details and amount in the syringe before administering.
- Staff room/bathroom cleaning checklists
- Filing of forms in office
- Supervision - Discuss PEAR. Thinking about engagement with children as an opportunity to guide behaviour to avoid incidents. Role modelling appropriate interactions. Ensuring ratios are maintained during cleaning tasks.

# Coolamon School of Early Learning

## Leadership Meeting – 1<sup>st</sup> August 2023



### Agenda

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Open and Welcome

Apologies

#### 1. Educational Leader/Programming Audit

- Sanjina to discuss Term 2 checklists and key updates from
- Environmental expectations – opportunities for creativity, construction, rest/relaxation and free movement at all times.
- Room QIP/Goals
- Upcoming Events – 11<sup>th</sup> Red Nose Day, 14-18 Science Week, 21<sup>st</sup>-25<sup>th</sup> Book Week, 30<sup>th</sup> Special Persons Day
- Non-contact expectations

#### 2. General

- Welcome Cloe to Leadership Team
- Role expectations
- Staffing – Kindness, respectful/honest communication and integrity
  - Children – Supervision, safety and well-being
  - Families – Professional communication and helpful customer service

*Next meeting TBC*

STAFF TRAINING PURPOSES

# Incident/Injury/Trauma Record

(Complete form in black or blue biro ONLY)

Address 136 Coolamon blvd Ellenbrook 6069 phone No 08 6296 2457

Child's Name: JOHN SMITH

Date of Birth: 21.2.18

Date: 1/8/23

Time of Incident/Injury/Trauma/Illness: 3 am/pm

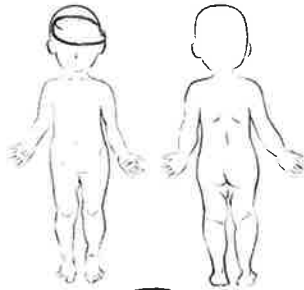
## INCIDENT DETAILS

Circumstances leading up to Incident/Injury/Trauma

JOHN WAS RUNNING OUTDOORS WHEN HE TRIPPED AND FELL BUMPING HIS FOREHEAD ON THE EDGE OF SANDPIT.

Any products/structures involved?  YES /  NO if yes please describe

SAND PIT



- Abrasion, scrape
- Bite
- Suspected Broken bone or fracture
- Bruise POSSIBLE
- Burn
- Suspected Concussion
- Cut
- Rash
- Sprain
- Bump or Swelling
- Other (please specify) SCATCH

## ACTION TAKEN

Ice pack     cold flannel     band aid applied     First aid

Other - \_\_\_\_\_

Did emergency services attend? YES /  NO

Was the incident INDOOR /  OUTDOOR

Was a medical practitioner contacted? YES /  NO if yes to either of the above, please provide details

Name of witness: Shelby Turner

Sign: [Signature]

Other Educators on duty at time of incident/injury/Trauma: [Initials]

ANDREA PARENTE, SHELBY TURNER

Have any steps been taken to prevent or minimize this type of incident in the future? If yes - please describe

IMPROVING THE CHILD COORDINATION WITH DIFFERENT EXPERIENCE

Does this incident require following up?  YES /  NO

15 mins - action required  YES /  NO - Action taken CHECK ON JOHN'S FOR CONCUSSIONS

30 mins - action required  YES /  NO - Action taken CHECK FOR SEEN OF CONCUSSIONS

## NOTIFICATIONS

Has anyone been contacted?  YES /  NO (Parent / Guardian must be contacted for head injuries)

[Contacted YES / NO - Who FRANCESCA SMITH Time: 3:10PM Contacted YES / NO - Who \_\_\_\_\_ Time: \_\_\_\_\_]

[Contacted YES / NO - Who \_\_\_\_\_ Time: \_\_\_\_\_]

Responsible Person notified (of appropriate incidents)  YES /  NO

Time: 3:15PM Who was notified? SADIA LEVI

## Parent / Guardian / Carer acknowledgement

Name: ABC

Signature: [Signature]

Date: 1/8/23

## DETAILS OF PERSON COMPLETING FORM

Name: MARTINA ROMAS Position / Role: ROOM LEADER

Date: 1/8/23

Time: 3:15PM

Signature: [Signature]

Qualified/Senior educator supervising trainee/casual fill in form: \_\_\_\_\_

Signature: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Shelby  
Martina