



Injury / Accident Procedures Policy

Enquiries to:	Manager
Applies to:	All children, parents/whānau, guardians, teachers, relievers and students.
Date Developed;	May 2021
Review Date:	May 2022
Date Approved:	July 2022
Next Review Date:	August 2024

Reference: MOE 2008 Regulations, Licensing Criteria, HS25, Health and Safety At Work Act, and policy, Worksafe NZ

Purpose:

To ensure all Kaiako/Teachers and visiting adults at Lower Hutt City Childcare and Education Centre have a clear understanding of the injury and accident procedures.

To ensure all children, Kaiako/Teachers and visitors receive immediate attention and treatment of any injury, or accident while at the centre.

Policy: Children:

- Permanent Kaiako/teachers will hold a current First aid certificate.
- Kaiako/Teachers will attend to the child and ascertain the extent of injury.
- The following are three stages that will be worked through as needed.
 1. First aid treatment administered by Kaiako/teachers, i.e. cold cloth or ice pack, cleaning, covering, monitoring and cuddles. Treatment, time and what occurred will be written in the Accident book and a parental signature will be gained on pick up of child.
 2. Any head injury will be recorded and the Manager will be advised. The person responsible will contact the parents or emergency contact person with regard to seeking medical treatment.
 3. If the parents and /or other contact source are unavailable or in the case of a serious accident the Manager/person responsible will seek medical assistance from a local medical centre / ambulance or hospital as the need is required. Continued efforts to contact parents and whanau will continue until contact is made. Kaiako/teacher would accompany the child in all cases and adhere to all other at Lower Hutt City Childcare and Education Centre policies.

Information recorded in the accident book will include:

- Name
- Time of accident/date
- Details of causes relating to the accident or injury
- What action was taken
- Any follow up
- Signature of attendant staff member (if not a first aider, the first aider who attended will also sign)
- Parent/whanau signature, this must be done on the day of the accident.

Kaiako/Teachers and adults:

In the case of an accident or injury involving a teacher or other adult at Lower Hutt City Childcare Childcare Centre the following procedure will be followed.

1. Attend to your own needs or seek assistance from another Kaiako/teacher.
2. Inform the manager or head teacher of the accident or injury.
3. The teacher or adult injured is to fill in the accident/injury form located in the staffroom.

4. If the injury is substantial the Manager will need to follow through with ACC requirements and assessing how the injury happened, identifying if a hazard exists and if so preventing further accidents. Incidents/accidents causing
5. Serious harm will have to be reported to the Ministry of Education and Worksafe NZ, the notification period for this is 72 hours. (This also applies for children who have encountered a serious accident. (Information on the Worksafe and MOE websites as well as located in the health and safety policy).

Notifiable Health and Safety Events

The Centre will ensure Work Safe and Ministry of Education is told when a notifiable event occurs.

A notifiable health and safety event is

- (a) a death of a person
- (b) Notifiable injury or illness
- (c) notifiable incident

A notifiable Accident is all injuries that require a person to be admitted to hospital for immediate treatment.

See Health and Safety Policy for more details.

Board of Trutees consulted	Yes/No	Kaiako consulted	Yes/No
Parents/whanau consulted	Yes/No		
Approved by _____	Designation _____		Date _____