

## Accident and Injury Policy

### **Rationale:**

This policy is to ensure that when an accident occurs at Te Rāwhiti Kindergarten, appropriate action is taken, and accurate information is recorded and communicated. This policy aims to ensure adults and tamariki are kept safe by meeting the health and safety requirements of the Health and Safety at Work Act 2015, Ministry of Education Licensing Criteria: HS25, HS27, Education (ESC) Regulations 2008: 46, and other relevant health and safety related legislative requirements.

### **Te Whāriki:**

Well-being/Mana Atua: Tamariki experience an environment where their emotional well-being is nurtured, and they are kept safe from harm.

### **Procedures:**

1. It is the responsibility of all staff and kaiako to ensure that accidents and injuries are managed effectively and in a timely manner.
2. Health and Safety:
  - a) The Health and Safety Coordinator will be nominated in February of each year. They are responsible for the first aid cabinet, ensuring that it is replenished before items are used up, and ensuring that accidents and injuries are recorded.
  - b) All staff check the environment for hazards and identify and assess risks for both adults and tamariki while working in the kindergarten daily, both indoors and outdoors.
  - c) Any staff who has identified a risk has a duty to take reasonable care and is required by the Health and Safety at Work Act 2015 to take immediate actions to manage, isolate and/or eliminate the risk when and where possible. Staff need to report risks and hazards to the kaiārahi who records it in the Hazard and Risk Register and ensure appropriate action is taken.
  - d) A health and safety check, based on the Education Review Office's *'Centre Assurance Statement and Self-Audit Checklist'*, is carried out termly by the kaiārahi, with findings recorded and appropriate action taken in a timely manner.
3. Kaiako receive first aid training every 2 years.
4. The kindergarten will have at least one first aid qualified person present for every 25 tamariki attending at all times.

### **Child Injury/Accident**

5. For serious injuries staff will follow the first aid response as set out in the table in the appendix. A parent is to be called as soon as possible in this process.
6. A portable first aid kit will be taken on excursions.
7. For less severe injuries to the head, parents will be notified as soon as possible and an adult with a first aid certificate will monitor the child closely for any delayed symptoms. If the tamaiti needs to go to the doctor urgently, parents will be contacted, and a staff member will accompany the tamaiti. For minor injuries, the adult will reassure and comfort the child, apply necessary first aid, document the accident and

injury accurately in the Accident Register and support the child back into play once ready.

8. All accidents to tamaiti are to be recorded in the kindergarten Accident Register. A page will be filled out for each accident, noting the name of the tamaiti, the date and time, the nature and seriousness of the accident, any actions taken, and the name of the kaiako making the record. An Accident Register is kept in each kindergarten room.
9. All serious accidents are to be reported to the Kaiārahi (or a Person Responsible in their absence).
10. Parents are to be notified of all accidents, immediately if the injury is serious and by the end of the day if the injury is less serious. Parents must sign the Accident Register upon pick up of their tamaiti.
11. If a hazard contributed to the accident/injury, it will be managed, isolated and/or eliminated as soon as possible.

### **Adult Injury/Accident**

12. For serious injuries staff will follow the first aid response as set out in the table in the appendix.
13. The named emergency contact on their personnel file is to be called immediately after the ambulance is called.
14. Tamariki will be moved from the place where the injured or ill adult is being treated and given reassurance. Parents of any tamariki who were upset by the adult's injury or illness will be informed so that they can continue to give comfort to their tamaiti.
15. All accidents are to be recorded in the Accident Register, noting the adult's name, the date and time, the nature and seriousness of the accident, and any actions taken.
16. All serious accidents are to be reported to the kaiārahi (or a Person Responsible in their absence).
17. If a hazard contributed to the accident/injury, it will be managed, isolated and/or eliminated as soon as possible.
18. The kaiārahi will discuss sick leave arrangements and assist with time off for medical appointments or treatment for the injury.

### **Notifiable Events**

19. A notifiable event is any of the following events that arise from work:

- a) A death
- b) A notifiable illness or injury or
- c) A notifiable incident

Further information about notifiable events can be found at:  
<http://www.business.govt.nz/worksafe>

20. The Kaiārahi will report any serious/notifiable injury of tamariki or staff to the Service Provider Contact Person, to Worksafe (0800 030 040) and to the Ministry of Education.

### **Links To:**

- Child Protection Policy
- Te Rāwhiti Health and Safety Policy
- Te Rāwhiti Child Health Policy
- Te Rāwhiti Medicine Policy
- Health and Safety Employment act 1992

➤ Health and Safety Work act 2015

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	

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**Accident & Injury Procedure:**

<b>CHECK</b>	<ul style="list-style-type: none"> <li>• Take a moment: Is the scene safe for you, bystanders, and the victim?</li> <li>• What happened?</li> <li>• How many victims are there?</li> <li>• Who else is available to help?</li> </ul>
<b>CALL 111</b>	<ul style="list-style-type: none"> <li>• Breathing problems (no breathing or difficulty breathing)</li> <li>• Persistent chest or abdominal pain or pressure</li> <li>• No pulse</li> <li>• Severe bleeding</li> <li>• Severe burns</li> <li>• Vomiting blood or passing blood in faeces or urine</li> <li>• Poisoning or suspected poisoning</li> <li>• Seizures, severe headache, or slurred speech</li> <li>• Injuries to the head, neck, or back</li> <li>• Broken bones or suspected broken bones</li> <li>• Victims who cannot move on their own</li> <li>• If in doubt</li> </ul>
<b>CARE</b>	<ul style="list-style-type: none"> <li>• Are you first aid trained? If not, find someone who is</li> <li>• Obtain permission from conscious adult patients</li> <li>• Tell patient what you intend to do</li> <li>• Be reassuring &amp; calm.</li> <li>• Give 1<sup>st</sup> aid care           <ul style="list-style-type: none"> <li>○ A – airway</li> <li>○ B – breathing</li> <li>○ C – circulation/compression</li> </ul> </li> <li>• Keep patient warm/comfortable</li> <li>• Monitor patient and record vital signs and condition</li> <li>• Use 1<sup>st</sup> aid manuals as required</li> </ul>