

CENTRE PROCEDURES

46 Health & Safety Practices Standard: General

Licensing Criteria: HS27, HS34

Medical Assistance, Accident & Incident Management

Purpose:

Treetops Early Learning Centres are committed to ensuring the safety of the children within our care. We endeavour to take all precautions possible to avoid any potential incidents.

We understand that accidents do occur and in this instance all practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened as soon as possible.

Procedures:

- Within our budget is an allocation for staff training to complete and update their first Aid qualifications. All Staff will complete and keep up to date their first aid certificates.
- If an accident occurs, the first priority is to treat the child - a staff member trained in first aid will do this.
- If the injury is minor, a child accident form will be filled in and given to the parents at pick up.
- If the injury is more serious, staff will secure the injury site as required.
- Our priority is the care and safety of all children. Unless staff are directly involved with the injured child, they are to move other children away from the area and continue supervising.
- If staff require further assistance (i.e Centre Manager, Director or Administrator) they are to immediately state "emergency situation"
- Staff will call the parents if any child requires medical attention. All head injuries are to be advised immediately to parents.
- Two staff members will transport the child (in approved child restraint) to the nearest doctors surgery for treatment if required or call 111 for an ambulance. If this should occur the centre must maintain Ministry ratios.
- Staff will immediately notify the Centre Director of any serious incident.
- Where there is a serious injury, illness or incident involving a child while at the Centre that is required to be notified to a specified agency, the centre must also notify the MOE at the same time.
- Specified agency means any Government agency or statutory body that an ECE and care service is required to notify if there is a serious (or as defined) injury, illness, incident or allegation. This may include but is not limited to: The NZ Police, Ministry of Health, Oranga Tamariki, Worksafe NZ, and the Education Council.
- After the incident has been managed on site you must then call your ministry area office advisor to inform them of the incident. You should send them a copy of the notification. Once notified the MOE will follow up with the service to ensure any recommended actions are put in place.
- The Health and Safety team will review the accident reports termly and add the influences of any recurring accident to the Hazard ID form. All staff will be informed regarding the monitoring of Hazard ID.
- Each Centre will ensure they have up to date contact information for parents and whanau on children's enrolment records and in each room. This will be updated monthly.
- Injuries, illness and incident records will be kept for two years from the date of incident.
- For any injury / incident that is notifiable under the health and safety at work Act 2015, (HSAW) it is a requirement to keep the records for 5 years from the date of the incident.
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We have an accident register that states:

- Name
- Date
- Time and description of the injury, illness or incident
- Actions taken and by whom
- Evidence that parents have been informed
- Staff Signature
- Parent Signature

Each parent is given a copy on arrival to pick up their child. The Centre keeps a copy for further reference and review.