

INJURIES, ILLNESS AND INCIDENTS POLICY

Purpose:

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS25, HS27 and HS12.

Position Statement:

The health and wellbeing of our children is of the utmost importance to us. We will make every effort to create a safe and healthy environment and will act urgently where required and effectively to ensure the health and wellbeing of all children in our care.

Issue Outline:

Both children and adults have accidents, even in safe environments. Children can also get sick quite suddenly or can be unwell on arrival at the centre. Sometimes these illnesses can be contagious. An incident is an adverse or unexpected event. This event may or may not result in personal injury or illness.

Detail

1) First Aid Qualifications (HS25)

- There is an adult present at all times for every 25 children attending (or part thereof) that:
 - holds a current First Aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or

- is a registered medical practitioner or nurse with a current practising certificate; or
 - is a qualified ambulance officer or paramedic
 - If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.
- Our centre has two first aid kits equipped as per Licensing Criteria Appendix 1, and kept fully equipped by the health & safety officer. They are located in the children's bathroom, and in the "GO bag" in the centre office.
- The First Aid kit is easily recognizable and accessible to adults when needed but inaccessible to children.

2) Injury Prevention – Hazard and Risk Management (HS12):

- Our centre takes all reasonable steps to ensure that premises and facilities are in good repair, maintained and used safely. To achieve this –
 - All staff take account of injury prevention in the layout, daily activities and rules in our centre
 - Our Person Responsible checks the centre daily for hazards
 - All qualified kaiako are trained in first aid and in hazard identification and management
 - We have a hazards list displayed at the entrance to the centre
 - All staff are trained to notify maintenance needs to the centre manager. The centre manager acts promptly on dangerous or urgent repair work and programmes in other maintenance work.
 - The hazard management approach we take is to eliminate, isolate or minimise hazards in the centre.

- o The health & safety officer analyses hazards and accident records monthly. The centre manager acts on the health & safety officer's report

3) Child Injury/Incident Procedure: Medical Assistance and Incident Management (HS27)

In the event of an injury to a child:

- A first aid trained staff member will assess the severity of the injury, based on information derived from witnesses of the incident, knowledge of the child and the child's medical history, and on the child's appearance and response. The first aid trained staff member will provide the necessary first aid that does not require further or more specialized medical treatment. First aid treatment would typically consist of cold cloths or arnica cream applied.
- If the injury is beyond first aid treatment and the child requires further or more specialized medical attention, the centre manager calls an ambulance. If the centre manager is unavailable, the most senior staff member present calls the ambulance. The parents of the child are notified immediately
- If it is a head injury, an ice pack wrapped in a towel must be held on the child's head for up to 20 minutes. Any head injury will be treated seriously – even suspected ones – and staff will be vigilant in observing signs of concussion. All bumps and knocks to the head will be recorded and communicated to the parent as soon as possible. If the child shows signs of concussion, the parents will be notified immediately and asked to pick up their child and advised to seek medical advice.
- If it is a burn, the injured area must be put under cold running water immediately for at least 10 minutes. Medical help will be sought and the parents of the child are notified immediately.
- If the severity of the injury is unclear, advice and medical assistance will be sought through a GP or health service or Healthline.

- An incident report is filled in on the Playground app. The parents and/or emergency contacts listed will be notified, and the Person Responsible will provide an update on collection of the child.
- In the event that a parent or guardian cannot be contacted, the centre manager will take the child to a doctor, primary care or emergency department at the local hospital if a suitable car seat is available. If not, an ambulance will be called.
- There must always be adequate staff to care for remaining children at the centre
- All incidents and injuries – including minor ones – are recorded in the incident register and a copy must be given to parents the same day as the incident so they can take it with them to the doctor or health professional
- If there is serious harm, i.e. a notifiable event, the centre manager must report the incident to WorkSafe as soon as possible and send a completed accident form within seven days. In this case the Ministry of Education must be notified as well.
- The health & safety officer ensures the injuries, illness and incident register is completed. Regular reviews of practices are undertaken as required, as well as analyses to detect patterns or trends that may necessitate changes or actions. review and implementation of practices as required.

4) Illnesses / Sick Children

In general children should stay away from an early childhood service when:

- They have no interest in activities or play
- have little energy, want or need to sleep or rest for long periods
- cry easily, are irritable or in pain
- constantly want to be held and comforted
- have a fever
- any child with diarrhea or vomiting should stay away until symptoms cease, and they are well

- At our centre, we protect all children and staff from cross infection. When a child becomes ill at the centre we will keep the child in a designated, safe and separate area (e.g. the Therapy Room with the Centre Manager's door open), and ask the parent or caregiver to collect the child as soon as possible
 - If the sickness needs urgent medical attention such as appendicitis or meningitis or a severe allergic reaction, the centre manager calls an ambulance. If the centre manager is unavailable, the most senior staff member present calls the ambulance. They also call parents
 - If we are unsure what to do, we will contact the child's doctor or call the Healthline on 0800 611 116 immediately
 - We ensure all parents understand this policy on enrolment
 - The Centre maintains a list of allergies for children attending the centre. All staff have ready access to the list, and are trained in the use of relevant medications in the event of an allergic reaction.
 - We have a Medicine Policy and detailed Medicine Registers and ensure staff understand them and follow them
 - Medicines may only be given with the written authority of a parent or caregiver or, in an emergency, by a qualified doctor or ambulance staff
 - Staff will use gloves and disinfectant when there is any concern about transmission of infectious diseases
 - Hygiene and cleaning routines support the health and wellbeing of everyone at the centre.
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- The Infectious Disease Exclusion Policy has guidelines for when sick children should not attend the centre
 - Any notifiable diseases are notified to the Ministry of Health
 - Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications

- We will work with parents to identify needs for staff training and to develop plans for providing the best care at all times such as any activities a child should avoid.

5) Staff illness, injuries and incidents:

- Staff with communicable illnesses must take sick leave
- Staff accidents / incidents and injuries are also recorded and procedures followed as for child procedures with next of kin notified where the incident is serious.

6) Documentation and Record Keeping

The centre keeps a record of ALL injuries, illnesses and incidents, even if only minor injuries are sustained.

Anybody can report an incident, e.g. a parent may have witnessed it and told it to a teacher who is then responsible for documenting it. Unexplained changes in behavior of a child could indicate an incident has happened that was not witnessed.

1. A record of all injuries, illnesses and incidents that occur at the service.
Records include:
 - the child's name
 - the date, time and description of the injury, illness or incident
 - actions taken and by whom; and
 - evidence that parents have been informed.
2. A procedure outlining the service's response to injury, illness and incidents, including the review and implementation of practices as required.

Records are kept for two years from the date of the incident.

For any injury / incident that is notifiable under the Health and Safety at Work Act 2015, the record must be kept for 5 years from the date of the incident.



What are notifiable events? Only serious work-related events are intended to be notified. Do not assume your event is notifiable without checking first:

<https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/>

Health and Safety at Work Act (2015): Make a notification of a child's serious injury or illness if it:

- Is a serious injury or illness which occurred as a result of work activity and
- Needs immediate admission to hospital or
- Needs treatment by a doctor within 48 hours of exposure to a substance.

If notification to Worksafe is made, notification must also be made to the Ministry of Education (HS34)

Make a notification of a child's serious injury or illness if it:

- is a serious injury or illness which occurred as a result of work activity and
- needs immediate admission to hospital or
- needs treatment by a doctor within 48 hours of exposure to a substance.

Examples of an injury or illness occurring as a result of a work activity include, but aren't limited to, a child:

- falling from a height during a nappy change
- ingesting a cleaning product that wasn't stored securely
- sustaining a serious injury from play equipment.

All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable. Admitted to a hospital means being admitted to hospital as an inpatient for any length of time – it does not include being taken to the hospital for out-patient treatment by a hospital's Emergency Department ([Worksafe Notification](#))

Alignment with Other Policies

This policy aligns with:

- Health and Safety Policy
- Fire and Emergency Evacuation Policy
- Medicines Policy
- Outings and Excursions Policy
- Infectious Diseases Exclusion Policy.

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation required:

- **HS25**, copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.
- **HS27**: a record of all injuries and illness that occur at the service. Records include the child's name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

- **HS12**: a hazard identification and risk management system. The system can be consistent with the requirements of the Health and Safety at Work Act 2015
- **PF27**: There is space (away from where food is stored, prepared, or eaten) where a sick child can:
 - o Be temporarily kept at a safe distance from other children (to prevent cross-infection)



- o Lie down comfortably
 - o Be supervised
- **PF28:** There is a first aid kit that:
 - o Complies with requirements of Appendix 1 of the ECE Licensing Criteria
 - o Is easily recognisable and readily accessible to adults
 - o Is inaccessible to children
- **HS26** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

Health (Immunisation) Regulations 1995 require services to have an immunisation register

Additional information is available from:

Healthify: [Healthline](#)

[Nga Kupu Oranga Healthy Messages](#) for early childhood services.

Impacts of Policy on Staff, Parents, Children

Following these procedures will ensure that the environment is safe, that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate, and that appropriate records are kept to meet licensing and other legislative requirements.



Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents because of illness or accident issues and maintaining public credibility.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

REVIEW DATE: May 2025

REVIEW DATE CYCLE: May 2027

Centre Manager: _____