

a

# Health and Safety Accident/Injury Notification

Please complete this form to the best of your ability and return to Alison Kagen:  
alison.kagen@kotakureo.school.nz

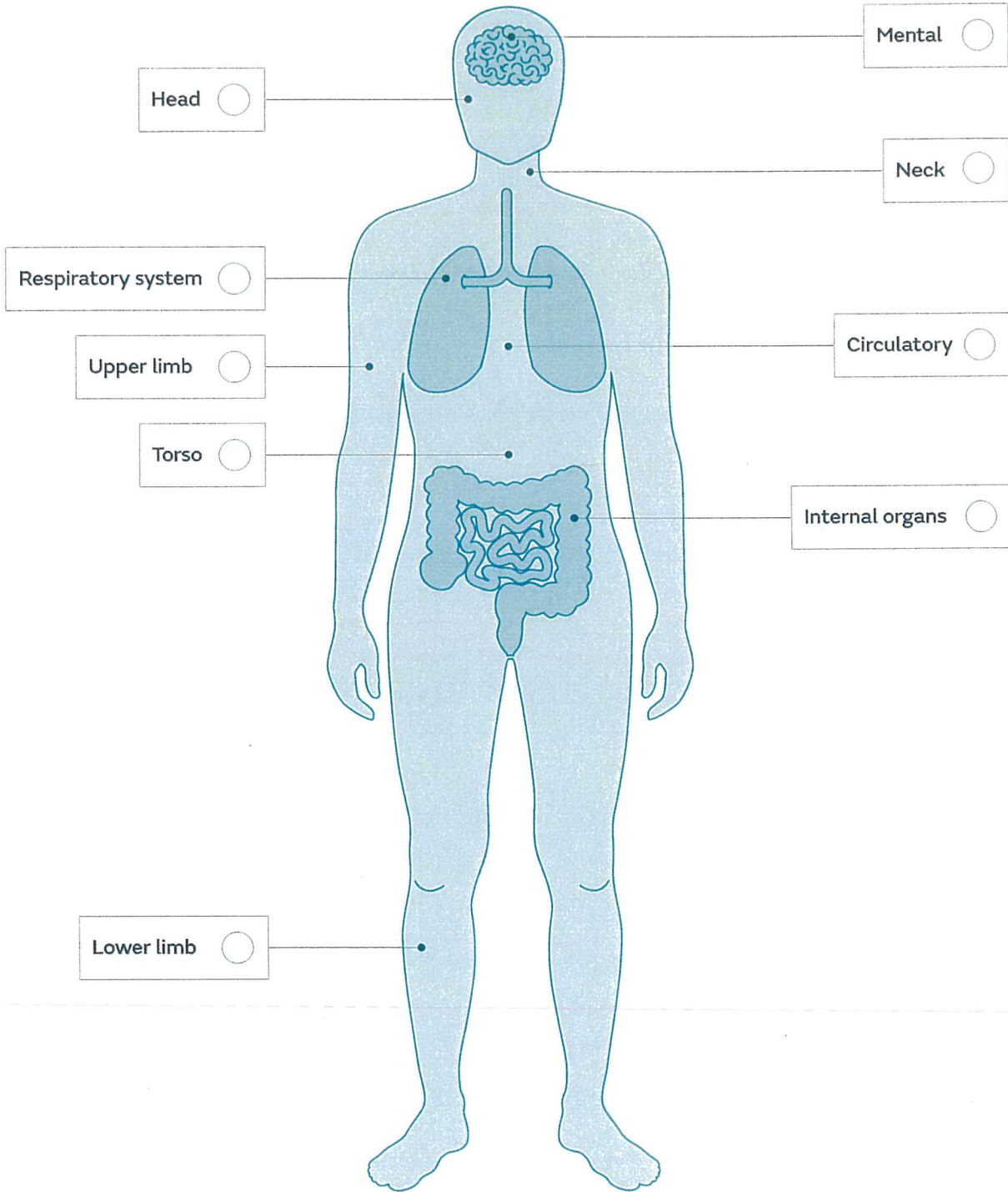


Deaf Education New Zealand

<b>Details of employer</b>	Ko Taku Reo <input type="radio"/>	Other (please specify) <input type="radio"/>
<b>Place of work</b>		

<b>Injured person/s name</b>	
<b>Role at Ko Taku Reo</b>	Staff <input type="radio"/> Student <input type="radio"/> Contractor <input type="radio"/> Visitor <input type="radio"/>
<b>Injured person/s contact details</b>	
<b>Date of injury</b>	
<b>Time of injury</b>	
<b>Treatment of injury</b>	<input type="radio"/> None <input type="radio"/> First Aid <input type="radio"/> Doctor (not hospitalised) <input type="radio"/> Hospitalised
<b>Explain other</b>	
<b>Where and how did the accident/injury happen?</b>	

Body part affected



Where and how did the accident/injury happen?

What major hazard was involved?

Completed by

Date

## Injury and incident report

Term 1 2023

	Workers	Children	Others (eg, visitors)	Total
<b>Number of minor injuries</b> (or incidents needing on-site treatment only):	0	27	0	27
<b>Number of acute injuries</b> (or incidents resulting parents being contacted and possible doctor or other medical visits):	2	4	0	6
<b>Number of notifiable events</b> (reported to WorkSafe New Zealand/ MoE):	0	0	0	0
<p>Causes:</p> <ul style="list-style-type: none"> <li>• 2 children fell ill and needed to be taken home, parents were contacted. Unsure if medical attention was sought.</li> <li>• 1 child fell and bumped her head, mother was notified (as with all head injuries) and came early to collect her. The child did not need medical treatment.</li> <li>• 1 near miss with a hearing aid battery- we followed medical advice to give honey, contacted the family, and got her x-rayed (battery was not swallowed!)</li> <li>• 1 Near miss with a child undoing his safety harness and opening the van door while the van was starting to back up. Child safety locks were installed but not being used.</li> </ul>				
<p>Comments on notifiable events/analysis/corrective actions:</p> <ul style="list-style-type: none"> <li>• Due to the battery incident, we have decided that children who are likely to remove their HAs will no longer wear them during the van drive. This has been added to our hazard register. The child in question has had her HA repaired so the battery doors do not open so easily.</li> <li>• Due to van incident, we have ensured the child safety locks will be used at all times and van drivers understand how to use them. We have also had a focus on car seat safety for term 1 so children also understand the risks associated with removing their own harnesses.</li> </ul>				
<p>Trends:</p> <ul style="list-style-type: none"> <li>• Most accidents were very minor, most also happened outside. This is to be expected as this is where children are more active and take more physical risks.</li> </ul>				

Reviewed by: Susan Swolfs

Date: 22/4/23

Next review date: End of term 2

Tool 11: Injury and incident procedure flowchart

This flowchart sets out the decisions and actions to be taken in the event of injury or incident.

