

Rationale

All children and adults in the pre-school environment shall be kept safe from harm. This is achieved through regular hazard identification and review of accidents within the premises.

Staff will determine whether the injury is minor or serious by following the definitions outlined below.

Standard injury	Requires first aid attention but the child does not need to leave the pre-school ground to seek further medical advice.
Serious injury	<ol style="list-style-type: none"> 1. Injury (including that caused by gradual process) or disease which causes: <ol style="list-style-type: none"> a. Permanent loss of bodily function; or b. temporary severe loss of bodily function (including any harm causing the person to be unable to perform their normal duties for more than 7 calendar days); or 2. Amputation or surgical removal of body part; or 3. Loss of consciousness, or acute illness requiring treatment by a medical practitioner from: <ol style="list-style-type: none"> a. lack of oxygen; or b. absorption, inhalation, or ingestion of any substance; or c. contact with any energy source; or d. a fall or other physical impact; or 4. Any physical or mental harm that requires hospital admission, surgery, or treatment by a medical practitioner who is a registered specialist operating within their scope of practice

When an accident occurs

When a **child** is involved in an accident, staff will use the following procedures:

In the event of a **minor injury**, qualified first aid staff will:

- attend to the child's injury and comfort the child
 - Protect themselves by wearing gloves if blood is present
 - Place any items with blood into a plastic doubled bag before being placed in the rubbish bin
- Provide appropriate first aid
- Record in Playground app

In the event of a **serious injury**, qualified first aid staff will:

- Attend to the child's injury. Staff will:
 - Protect themselves by wearing glove if blood is present & place any items with blood into a plastic doubled bag before being placed in the rubbish bin
 - Provide appropriate first aid
 - the medical centre across the road can be used to seek medical advice or call an ambulance
- Contact the parents/guardian at the first possible appropriate time but without delay
- Record in Playground app
- In the event of a serious accident notification of the incident must be reported to worksafe New Zealand and the Ministry of Education within 7 days using the contact details provided.

When an **adult** is involved in an accident leading to a near miss or serious harm, staff will use the following procedure:

- Attend for the adults first aid needs
- Protect themselves by wearing gloves if blood is present
- the medical centre across the road can be used to seek medical advice or call an ambulance.
- If the adult is able, they will complete the 'Health and Safety Accident/Injury Notification'. If the person is unable to do this themselves, a witness to the incident will complete the form.
- An injury and incident investigation will be completed to identify any hazards and actions required (see the Incident and injury investigation flowchart appendix b)
- A copy will be given to Alison Kagen (Human Resources Operational Health & Safety Lead) and a copy kept in the Health and Safety folder.
- In the event of a serious accident, notification of the incident must be reported to worksafe New Zealand within 7 days using the contact details provided.

Website:

[worksafe.govt.nz](https://www.worksafe.govt.nz)

Postal address:

PO Box 165

Wellington 6140

New Zealand

Freephone 0800 030 040

Accident register

All incidents of children will be recorded in the Playground app and kept indefinitely. A report will be generated on the Playground/Xplor platform and reviewed at the end of every term or as appropriate. The aim of review is to:

- provide recommendations
- determine any patterns and reduce risk of any accident.

Appendices

- Appendix a - Health and Safety Accident/Injury Notification
- Appendix b – Injury and Incident Report Template
- Appendix c - Injury and incident investigation flowchart (found under ECE license requirement)

Reviewed	May 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	May 2026
Signed:	
Preschool Lead	Krista Clifford