



Early Learning Centre

Accident/Illness Policy

Rational

At Little Settlers we are committed to the promotion of wellness, and the provision of a safe environment. It is important that all employees are involved in the process of developing, implementing, monitoring and evaluating policy and procedure.

It is also deemed important to record all injuries and serious illnesses that occur at our Centre and to engage in continuous self-review. Serious illness and injury will be notified to the appropriate official agencies.

Reference and Key Text:

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

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

Licensing Criteria 2008, Health and Safety, Hazards and Outing Documentation required:

HS12: a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

Te Whariki:

Well-Being - Goal 3. Children experience an environment where they are kept safe from harm.

Procedures:

- ✚ A record is kept of all injuries that occur at our Centre. The accident/incident record will include the child's name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the accident/incident by way of signature of acknowledgement.
- ✚ A record is kept of all illnesses that occur at our Centre that require the child to leave the centre. The illness record will include the child's name, date, time and description of the illness, actions taken and by whom and evidence of parental knowledge of the incident. Evidence will be taken by the Parent/caregiver signature.

- ✚ Serious illness and injury will be notified to the appropriate agencies.
- ✚ Management will take charge of any exclusion whether it be staff or children.
- ✚ If we were unfortunate to have a serious injury occur we would undertake an immediate self-review to isolate and eliminate any future risks. .
- ✚ All teachers have current first aid training or are enrolled to gain a first aid certificate. Copies are available on request.
- ✚ Our Centre has a hazard identification and management procedure in place. A monthly checklist is undertaken of the inside and outside environments and ongoing maintenance kept up to date.
- ✚ The Centre has a space where a child who is unwell can be isolated until the parent/caregiver arrives. A staff member will remain with them at all times.
- ✚ The Centre has a first aid kit which is located on the children's bathroom wall. It is checked and replenished on a regular basis by a reputable supplier.
- ✚ At any time where management and staff feel their knowledge is inadequate to deal with the circumstance they may call the medical centre, poison line, health line or 111. All numbers are on the wall in the kitchen and staff room area.
- ✚ The Centre also has two portable first aid kits for use in the outside environment and excursions.
- ✚ Any areas that are infected with any bodily fluids will be cleaned immediately with 0.5% hypochlorite solution.
- ✚ If a child has hurt themselves and there is in obvious pain or markings their parents / caregiver will be contacted immediately. If a child is bitten their parents will be contacted. This is at the discretion and decision of management. Management will make these phone calls.
- ✚ If a child receives a knock to the head or any facial injuries management will call the parents / caregivers straight away.

Date February 2016

Signed _____

Reviewed annually