

2:2 ACCIDENT POLICY

Created: December 2013 / Reviewed August 2018

RATIONALE

This policy is to ensure the safety and well-being of all children while they are attending Lets Grow, on an approved excursion and during emergency evacuations. To ensure that appropriate health and safety procedures are in place and enacted in the event of an accident or injury.

RESPONSIBILITIES

- To ensure that specified child/teacher ratios are maintained at all times
- To conduct and keep documented evidence of the Health and Safety checks
- To ensure the relevant accident form is completed, detailing the accident or a potentially serious accident, the investigation and any actions to be taken
- To ensure that all accidents are promptly investigated to determine what action could prevent the accident from happening again
- To keep copies of all completed accident forms for the required timeframes (7 years)

PROCEDURES

All accidents will be attended by a permanent staff member. All permanent staff will hold a current First Aid Certificate.

Management must be informed of ALL accidents or injuries.

All reasonable precautions must be taken with regards to a child's health and safety when at the centre.

RECORDING ACCIDENTS

- All accidents involving children are to be recorded in the Centre's Accident Register.
- All accidents involving staff are to be recorded in the Centre's OSH Accident Register.
- A separate page must be made for each entry, recording the date, child's name, description of accident, treatment, staff signature.
- Parents/Caregivers must be informed of all accidents at the end of the day, shown the entry in accident book and sign below the staff members signature that they have been informed. They should be given a copy of the entry also.
- Management will review the Accident Registers each term, with a view to reducing the risk or frequency of accidents.

Accident / Incident

Serious accident

All head injury's, or child needs medical intervention or the teacher feels it had the potential to be a serious accident

Contact Emergency Services if necessary

Contact parents/whanau record all attempts to make contact

Maintain safety of other children

If a life threatening / serious harm accident occurs contact your Manager as soon as possible explaining the situation - the Manager needs to then contact the Health and Safety Facilitator who will liase with or delegate correspondence with the Department of Labour and the Ministry of Education.

Do not disturb the accident scene unless:
To save life or limit suffering or to maintain access for emergency services, or to prevent serious damage or loss to property, or unless the site clearance has been given

Minor accident

Administer first aid if required

Contact parents/whanau for all head injuries. If unsuccessful the first time then all attempted contacts need to be recorded on form.

Ensure parents sign the accident form at the end of the day.

Complete accident form

File form when complete

Review forms termly to see if there is a pattern forming with these accidents

Prevent, Eliminate, Isolation, Minimisation

Complete and sign accident form

undertake accident investigation and hazard identification

MINOR ACCIDENTS

- Treat as appropriate and record in accident book.

SIGNIFICANT OR SERIOUS ACCIDENTS

- Where medical attention is required, Management will notify the parent/caregiver and explain the nature of the injuries. They will be asked to take the child for medical attention.
- In a situation where every effort has been made by the Management to contact a parent/caregiver, yet no contact is made, the other contact names on the child's enrolment Form will be contacted. If no contact is made with the alternates, then Management will decide if the child requires immediate medical attention. If this situation arises a permanent Staff member will take or accompany the child to get medical care. The child's enrolment Form will accompany them. Another staff member will be delegated to keep trying to contact the parent/caregiver.

- In a life threatening situation Management will call an Ambulance on (1) 111. Another delegated staff member will contact and inform the parent/caregiver. A permanent senior staff member will accompany the child to hospital in the ambulance, together with the child's enrolment Form.
- All head injuries will be treated as a serious accident.
- Where the accident is defined as 'serious" in terms of the Health and Safety in Employment Act (needing hospitalisation for more than 24 hours, concussion, loss of eye or limb or life) then the Department of Labour is to be advised as soon as practicable by Management, but no later than seven days after the accident.

It is the parents' responsibility to inform Management of their child's allergies or health risks.