

	<b>Policy</b>
	<b>Policy Category: Health and Safety</b>
	<b>Date Created: September 2019</b>
	<b>Reviewed: 19 March 2025</b>
	<b>Policy Name: Accident and Illness Policy</b>

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

### Position Statement

Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

### 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

Classification of incidents:

1. Minor
2. First Aid treatment required
3. Medical treatment required
4. Serious harm injury, serious illness, or serious property damage.

For all incidents rated as 3 or 4 on this scale, an accident/investigation form will be completed by the Centre Manager. If a hazard is identified as a result of this incident, the hazard will be transferred to the hazard register. Incident forms are retained with the child's enrolment file.

- Ministry of Education needs to be notified of any incidents rated as 3 or 4.

### General:

- All teachers have current first aid training gained from a New Zealand Qualifications Authority accredited first aid training provider.
- If a child is injured, any required first aid is administered or supervised by a first aid-trained adult.
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped.
- We have an area where we can isolate sick children. There is an illness kit and a bed available.

### Injury Prevention:

- All teachers take account of injury prevention in the layout, daily activities and rules in our centre.
- We check the centre daily for hazards and complete a hazard form.

- All teachers are trained in first aid and in hazard identification and management.
- All teachers are trained to notify maintenance needs to the Centre Manager or their Team Leader. The Centre Manager acts promptly on dangerous or urgent repair work and programmes in other maintenance work. Maintenance work is recorded.
- The hazard management approach we take is to eliminate, isolate or minimise hazards in the centre. Our teachers are trained to do these things.
- We analyse hazards and accident records monthly. The Centre Manager acts on the outcomes of this analysis.
- A teacher is appointed to take care of any animals at the centre, if any.

#### **Child Injury/Accident Procedures:**

- In the event of an injury to a child, a first aid trained teacher assesses the severity of the injury and gives the necessary first aid.
- If the injury needs urgent medical attention, the Centre Manager calls an ambulance. If the Centre Manager is unavailable, the Team Leader present calls the ambulance. They also call parents.
- If it is a head injury, an ice pack wrapped in a towel will be held on the child's head for up to 20 minutes. If it is a burn, the injured area will be put under cold running water immediately for at least 10 minutes.
- If the injury is minor, the teacher will complete an incident report and will supply a copy to the parent.
- If a child needs to go to hospital/doctor, parents/caregivers are informed immediately and asked to collect their child and get them checked by a doctor or health professional immediately.
- In the event that a parent/caregiver cannot be contacted, the Centre Manager or the Team Leader will take the child to a doctor, Lakes Prime Care or emergency department at the local hospital.
- In all cases, incidents are recorded on the incident sheet by the person who witnessed the injury and a copy is be given to parents/caregivers the same day as the incident so they can take it with them to the doctor or health professional.
- If there is serious harm or a significant event occurs (defined under the Health and Safety at Work Act 2015), the Centre Manager will report the incident to Worksafe New Zealand as soon as possible and send a completed accident form within 7 days.
- The Centre Manager will ensure that the accident/illness/incident register is completed.
- All head injuries that occur, the parent/caregiver will be contacted either by text message or by phone, depending on the injury. This is to inform the parent/caregiver so they are aware of the injury and how the child will be monitored.

#### **Sick Children**

In general children should stay away from an early childhood service or parents will be phoned 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 of 38°C.
- Have diarrhea or vomiting: the child should stay away until symptoms cease and they are well enough to return (at least 48 hours after last signs of illness)

- At our centre, we protect all children and teachers from cross infection. We do not allow children with contagious diseases to be in contact with other children. When a child or adult becomes ill at the centre, the child will be kept at a safe distance from other children and the parent/caregiver will be asked to collect the child as soon as possible.
- If the sickness needs urgent medical attention, such as suspected appendicitis or meningitis, the Centre Manager will call an ambulance. If the Centre Manager is unavailable, the Team Leader present will call the ambulance. Parents/caregivers will be contacted immediately.
- If we are unsure what to do, we will contact the child's doctor or call the Healthline on 0800 611 116 **immediately**.
- If we are concerned about child's health we will check and monitor their temperature as required. Parents will be informed if their child's temperature is on the rise or a temperature 38 degrees is recorded.
- We ensure all parents/caregivers understand this policy on enrolment and give their consent for child/children's temperature to be taken.
- We have medicine policies and procedures and ensure teachers understand them and follow them.
- Medicines may only be given with the written authority of a parent/caregiver or, in an emergency, by a qualified doctor or ambulance staff.
- Teachers will use gloves and disinfectant when there is any concern about stopping the transmission of infectious diseases.
- 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
- Teachers and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications.
- We will always work with parents/caregivers to identify needs for teacher training and to develop plans for providing the best care such as any activities a child should avoid.

#### **Teacher/Staff illness and accidents:**

- Teachers/staff with communicable illnesses must take sick leave and stay away from the centre for 48 hours after last signs of illness.
- Teacher/staff accidents and injuries are also recorded and procedures followed as for child procedures with next of kin notified where the incident is serious.

#### **Alignment with Other Policies**

This policy aligns with:

- Child Health Policy
- Fire and Emergency Policy
- Health and Safety Framework Policy
- Medicine Policy
- Nappy Changing 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, 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. Copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.

Licensing Criteria 2008, Health and Safety, Hazards and Outings 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.

**PF27:** There is space (away from where food is stored, prepared, or eaten) where a sick child can:

- Be temporarily kept at a safe distance from other children (to prevent cross-infection)
- Lie down comfortably
- Be supervised.

- **PF28:** There is a first aid kit that:

- Complies with requirements
- Is easily recognisable and readily accessible to adults;
- Is inaccessible to children.

- **HS30:** Children are washed when they are soiled or pose a health risk to themselves or others.
- **HS13:** The temperature of warm water delivered from taps that are accessible to children is no higher than 40 degrees, and comfortable for children at the centre to use.
- **HS14:** Water stored in any hot water cylinder is kept at a temperature of at least 60 degrees Celsius.
- **HS15:** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.
- **HS16:** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained;
- **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 and Safety at Work Act 2015

Health (Immunisation) Regulations 1995 require services to have an immunisation register retained for at least 12 months (see the ECC's online guideline for Retention of Records).

Check the Ministry of Education's [guidelines](#) for schools on managing children with HIV to learn how to keep all children safe.

The Ministry of Health's website [www.moh.govt.nz](http://www.moh.govt.nz) has a resource called *Nga Kupu Oranga: Healthy Messages*. It is a health and safety resource for early childhood services and is available to download.

The relevant sections are as follows;

- Section B: Preventing Infectious Illness 10
- B1 Spreading infectious illness 10
- B2 Strategies for early childhood services 11
- B3 Exclusion 13
- B4 Immunisation 18
- B5 Hygiene 19
- B6 Cleaning and disinfecting 22.

The Ministry of Health's website has information about preventing infectious diseases  
<http://www.moh.govt.nz/moh.nsf/indexmh/immunisation-about>.

### **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.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark