

	<b>Policy</b>
	<b>Policy Category: HEALTH AND SAFETY</b>
	<b>Date updated: 06 September 2023</b>
	<b>Policy Name: Accident and Illness (Including head injury)</b>

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

### Position Statement

Rotorua Childcare does everything possible to keep children and adults in our Centre safe. We have clear procedures for identifying and reducing hazards, for recording all injuries and illnesses that occur at this Centre, and notifying parents.

### 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. 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.

### Detail

#### General:

- All staff have current first aid training.
- 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.

#### Injury Prevention:

- All staff take account of injury prevention in the layout, daily activities and rules in our centre.
- The centre is checked monthly for hazards.
- All staff are trained in first aid and in hazard identification and management.
- All staff are trained to notify maintenance needs to the centre manager. 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.
- We analyse hazards, risks and accident records monthly.
- A staff member is appointed to take care of animals at the centre.

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

- In the event of an injury to a child, a first aid trained staff member will assess the severity of the injury and give 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 is 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 staff member will complete an incident report and supply a copy to the parent.
- If a child needs to go to hospital/doctor, parents/guardians 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 or guardian cannot be contacted, the centre manager or team leader will take the child to a doctor, primary 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 occur and a copy given to parents the same day as the incident so they can take it with them to the doctor or health professional.
- If there is serious harm, the Centre manager will report the incident to Worksafe New Zealand as soon as possible and send a completed accident form within seven days.
- The Centre manager ensures the accident/illness/incident register is completed.

### **Child Illness:**

- Sick children with communicable diseases are isolated to stop the spread of infection. Parents are asked to collect them.
- The child health policy has guidelines for when sick children should not attend the Centre.
- Any notifiable diseases are notified to the Ministry of Health.
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications.

### **Staff illness and accidents:**

- Staff with communicable illnesses must take sick leave.
- 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 the Child Health Policy, Medicines Policy, Nappy Changing Policy, Outings and Excursions Policy and Personnel Policies.

### **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 practicing) 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 at Work Act 2015, 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;

Health (Immunisation) Regulations 1995 require services to have an immunisation register retained for at least 12 months.

### 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 our 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>	