

Accident Policy

References: Education (Early Childhood Services) Regulations 2008, regulation 43
Licensing Criteria for Early Childhood Education and Care Centres 2008, C2, C12
Health and Safety in Employment Act 1992
Ministry of Civil Defence, 1995, *Emergency procedures – guidelines for early childhood services*.

Rationale: At Little Explorers the safety and wellbeing of children and staff is paramount. We take steps to prevent accidents, however it is understood that some accidents are inevitable in a preschool environment. This policy reflects the regulations that we follow in the event of an accident, including information about our first aid kit.

Objectives:

- To ensure all staff know the procedures for dealing with all accidents that occur within the centre.

Procedures:

Child accident procedures

- Permanent staff members deal with all injuries, with management being informed if serious, i.e. head injury, broken bones, bleeding, bruising etc.
- If a child requires medical attention the management team or person deemed responsible at that present time will seek it.
- If a child requires hospital treatment the centre will use 111. The parent will be contacted prior or immediately after the call has been made dependant on the child's condition. With the manager and one other staff member taking the child to seek medical attention if necessary. Relievers will be arranged either through staff missing lunch, non contact or other temporary staff being called in to cover.
- Parents will be informed of their child's injury, with timing dependant on the severity. With all head injuries or severe bruising parents will be rung as soon as possible after dealing with the injury.
- All accidents will be recorded in the **Health and Safety File** book stored in each kitchen. The date, time, accident, injury, treatment provided and future prevention will be recorded with both the staff member and parent signing. **Serious Accidents** will be filled out on a more detailed serious accident form with the parent and Ministry being given a copy. Staff will make a note on the kitchen board and on the sign in sheet as a prompt to get parent to sign.
- All staff will be encouraged to maintain a valid first aid certificate, with one member at all times being present on the premises having a first aid certificate.
- Little Explorers uses Category (i) medicines; sunscreen, arnica cream for bruises and 'Stingoes' cream for antiseptic cream. Permission to apply this is received on the child's enrolment form.
- An ice pack is kept in the fridge for use on bruising or sprains. The ice pack will be covered by a cold cloth or paper towel before being applied to skin.

- A first aid box which is kept closed and out of children's reach in the the children's bathroom in the preschool and above the microwave in the nursery. There is also a portable first aid kit which is taken on all centre excursions.
- No medication will be given to a child unless it is given by a doctor or ambulance officer in an emergency or is given with written authority of an appropriate parent, guardian or whānau member.
- Only permanent staff members will give medication to a child in the centre. Staff members will obtain a sighting from a second staff member when giving medication.
- All severe accidents will be discussed immediately to review if there is a potential hazard with management and staff. During staff meetings at least once a term staff will discuss accidents that have occurred to see if there are patterns that indicate potential hazards.

Staff accident procedures

- All staff accidents are recorded in a staff accident record filed in the Health and Safety File. Other staff will provide first aid if necessary with the children being controlled and supported by others. The centre will be closed and children sent home if severe and other staff cannot be sourced.
- All staff will provide an emergency contact when starting employment at the centre.
- Staff will endeavor to minimize the impact on the children through minimizing hazards and remaining calm in front of the children.
- A hazard register is kept with possible hazards being minimized or eliminated. All new staff will be informed of the centre's hazards when employment is started.
- If staff are seriously injured the local OSH office will be contacted as soon as possible.

First aid cabinet

- A first aid cabinet is provided at the centre and equipped with items as listed in the *Nga Kupu Oranga* guidelines (page 63). The kit will be routinely checked as part of the housecleaning list and restocked accordingly. The kit will also be re-stocked when required.
- The first-aid kit is fixed upon the wall and inaccessible to children in the over 2's and is stored on the shelf above the microwave in the under 2's. For outings a small portable kit is available.
- As per the regulations, the management team is responsible for ensuring that the regulations are adhered to and that the above procedures are followed.

Approved: 18/04/2011

Last Reviewed: 29/07/2015