



1.2 Accidents Policy

Rationale

The purpose of this policy is to keep children and kaiako safe. We classify incidents as listed :

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

For all incident rated as 3 or 4 on this scale, an accident/investigation form will be completed by the Team Leader and decisions and actions will be taken following the attached injury and incident procedure flowchart. If a hazard is identified as a result of this incident, the hazard will be transferred to OMP Risk Register.

[Link to Te Whāriki](#) – The health and wellbeing of the child are protected and nurtured.

[Link to OMP Value](#): Being Professional and ethical; nurturing and respectful.

Procedures

Injury Prevention:

- All kaiako take account of injury prevention in the layout, daily activities and rules at OMP.
- Daily safety checklists are carried out by the inside teacher rostered in each classroom attached. Daily checks are made of the outside environment by the outside rostered teacher these are logged in Safetynest.
- All kaiako are trained in first aid and in hazard identification and management.
- The Team Leader acts promptly on dangerous or urgent repair work and programmes in other maintenance work. Kaiako to record all maintenance work in the log book (located in Tui Class cloakroom shelf) and is signed off once completed.
- The risk management approach we take is to eliminate, isolate or minimise. Team Leader will update the Risk Register as required which is located in the Health & Safety file on the shelf in Tui Class cloakroom.
- Health & Safety is discussed at fortnightly kaiako meetings and analysis of Safetynest records is undertaken, any follow-up action as a result of this is noted.
- The temperature of warm water delivered from taps that are accessible to children is no higher than 40 degrees C, and comfortable for children at OMP to use.
- Water from the hot water cylinder in Fantail Class kitchen is kept at a temperature of at least 60 degrees C.
- All practicable steps taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm. This is achieved by having a culture which promotes the use of indoor voices and having a high kaiako to child ratio which ensures children are kept engaged.
- Safe and hygienic handling practices are implemented with regard to feeding and handling our Fish and Guinea Pigs at OMP this is documented in attached procedure which includes how they are safely restrained. (see 1.2 Animal Care Procedure – attached)

Child Injury/Accident Procedures:

- In the event of an injury to a child, a first aid trained kaiako assesses the severity of the injury and gives the necessary first aid.
- If the injury needs urgent medical attention, the Team Leader calls an ambulance. If the Team Leader is unavailable, the most senior kaiako present calls the ambulance. They also call the child's parents.
- If it is a head injury, an ice pack wrapped in a towel must be held on the child's head for up to 20 minutes. If it is a burn, the injured area must be put under cold running water immediately for at least 10 minutes.
- If the injury is minor, kaiako completes an incident report in Safetynest and requires parent/caregiver to sign to say they acknowledge the information.
- 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. Team Leader follows Injury and Incident procedure flowchart.
- In the event that a parent or guardian cannot be contacted, the Team Leader will take the child to a doctor, primary care or emergency department at the local hospital.
- There must always be adequate kaiako to care for remaining children at OMP.
- In all cases, incidents are recorded in Safetynest by the kaiako who witnessed the injury occur and a copy may be emailed 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 Team Leader must report the incident to the Department of Labour as soon as possible and send a completed accident form within 7 days.
- The Team Leader completes Incident Accident Investigation Form (see copy attached) which is filed in the Health & Safety file.

Kaiako illness:

- Kaiako accidents and injuries are also recorded and procedures followed as for child procedures with emergency contact notified where the incident is serious.

Introduction date:	Review date:
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent approval and comment.

Reference: Te Whāriki (2017). Licensing Criteria 2008, HS25, HS27 and HS12-HS16. Health & Safety at Work Act (2015)