



**POLICY: Accident & Illness Policy**

Links:

Regulations; HS12, HS13, HS14, HS15, HS16, HS25, HS27, HS28, HS29 HS30, HS34, PF27, PF28  
Reg 46  
Incident Register

Rationale & Objectives:

Lumsden Kindergarten does everything possible to keep children and adults in our centre safe. We have clear procedures for identifying and reducing hazards, and for recording all injuries and illnesses that occur at this centre.

- To ensure that our team and parents are aware that infectious diseases spread easily amongst young children and can be a serious health risk especially to babies, toddlers and young children.
- To carry out practices to prevent the spread of infectious diseases.
- 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 well-being of our children by creating a safe and healthy environment and using healthy practices and routines.

Procedures:

**General**

- We have health and safety officers on the team who have a job description.
- We have a first aid kit at both centres equipped to the standard set by the Ministry of Education and kept fully equipped by the health and safety officers.
- We have areas where we can isolate sick children.
- All team members have current basic first aid training in Child Accidents and Illnesses.
- One teacher to every 25 children have a full First Aid certificate
- We monitor information from trusted sources in particular, official Ministry of Health announcements and guidance. See link to their website <https://www.health.govt.nz/>

Guidelines:

Parents are requested to keep sick children at home for at least 24hrs or longer depending on the given situation if they have any of the following:

- a high temperature or fever – 38 degrees or above;
- an unidentified rash;

- inflamed eyes;
- diarrhea; - **must be at least 48hrs**
- vomiting; - **must be at least 48hrs**
- pain and sore joints;
- a headache and is irritable;
- conjunctivitis
- a sore throat; or
- a heavy cold with cough and green discharge from nose.

If your child displays any of the above we ask they are away from the centre for at least 48hrs or longer depending on the given situation.

If a child displays a temperature between 38 degrees and 38.2 degrees a parent will be rung – this gives them time to wrap things up at work etc. 38.5 degrees and above the child must go home immediately. Teachers will record and monitor all temperatures taken.

Team members are also required to follow this policy.

Where antibiotics are prescribed for infection, parents are required to keep their child away from the centre for at least 24 hours or longer from the first dose administered depending on the given situation.

### **Injury prevention**

- All team take account of injury prevention in the layout, daily activities and rules in our centre.
- Our health and safety officers make sure daily hazards checks are done.
- All team members are trained in children's basic first aid and in hazard identification and management.
- All team members 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. Our health and safety officers are responsible for doing these things.
- The health and safety officers analyse hazards and accident records monthly. The centre manager acts on the health and safety officer's report.
- A team member is appointed to take care of animals at the centre.

### **Child injury/accident**

- In the event of an injury to a child, a first aid trained team member gives first aid and assesses the injury.
- If the injury is minor, the team member then completes an incident report and supplies a copy to the parent.

- If the injury needs urgent medical attention, the centre manager calls an ambulance. If the centre manager is unavailable, the most senior staff member present (Tokihī Leader or person responsible) calls the ambulance. They also call parents. There will always be adequate team members to care for remaining children at the centre.
- In all cases, incidents are recorded on the incident sheet and a copy given to parents the same day as the incident.
- If there is serious harm, the centre manager must report the incident to the Department of Labour as soon as possible and send a completed accident form within seven days. They will also notify the MOE local office.
- The health and safety officers ensure the accident/illness register is completed.

### Child illness

- Sick children with communicable diseases are isolated to stop the spread of infection. Parents are asked to collect them.
- If the illness needs urgent medical attention, the centre manager calls an ambulance. If the centre manager is unavailable, the most senior staff member present calls the ambulance. They also call parents.
- 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.
- Centre management will inform the Health Protection team at the Hawkes Bay DHB on 06 834 1815 if there are five or more cases of staff or children with diarrhea and/or vomiting symptoms within a few days of each other.
- Team members 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

- Team members with communicable illnesses must take sick leave.
- Team member accidents and injuries are also recorded and procedures followed as for child procedures with next of kin notified where the incident is serious.

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; and
- be supervised.
- **PF28:** There is a first aid kit that:
  - complies with requirements;
  - is easily recognisable and readily accessible to adults; and
  - 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 Celsius 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 (see the ECC's online guideline for Retention of Records).

#### Implementation:

Clear procedures have been developed and staff trained to follow them.

Philosophy: *'Trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, July 2019, August 2020, Sept 2021, Dec 2022, Nov 2023