



Accident Incident and Sickness Policy

Rationale

To ensure the best interests of staff, children and their families are catered for in any accident, incident, or sickness that occurs at the Centre. This policy describes the internal and external reporting and recording requirements and procedures. It specifies who does the reporting, recording, and investigating of accidents, incidents and sickness, and it describes what forms must be completed and records to be kept.

Guideline

The centre has an Accident/ Incident/ Sickness Staff/ Child Form which is filed in the Accident/ Incident/ Sickness Folder to keep a record of all accidents, incidents and sickness that occur to children or staff whilst they are at the centre. All major accidents, incidents or sicknesses are to be reported to the Centre Supervisor. All minor accidents, incidents or sicknesses are to be reported to a senior staff member and signed by the staff member and parent. A duplicate copy will be sent home with the child.

Minor Incident and Accident

- A minor incident or accident is when immediate medical attention is **not** required.
- In the event of a minor accident, incident or sickness the staff member is responsible for filling out an Accident/ Incident/ Sickness Staff/ Child Form. The parent, guardian, or whanau member will be notified and given a copy of this sheet.
- The form will be signed off by the child's parent or guardian.

Major Incident and Accident

- A major accident or incident is when immediate medical attention **is** required.
- In the case of a major accident occurring at the centre a staff member will comfort and care for the child while the ambulance is called. A record of the accident will be kept recording all of the necessary information and a copy will be sent with the child.
- Parents or whanau members will be contacted immediately and told where the child has been taken or will be taken too.

- Where the accident is defined as ‘serious’ in terms of the Health and Safety in Employment Act (needing hospitalisation for more than 48 hours, loss of consciousness, loss of eyes or limb, poisoning, or vision impairment) then the employer must notify OSH as soon as possible and provide a written report of the circumstances within seven days. A Serious Harm Report Form must be completed. The declaration section of the completed Injury Report must be signed by the injured person or his/ her nominee if the injured person is unable to sign. The Centre Supervisor will sign and date the bottom of the “At Work Staff Accident/ Illness/ Sickness” form.
- The Centre Supervisor will be informed of all major accidents, incidents or sicknesses that occur at the centre.
- All accidents, incidents and sicknesses will be recorded in the Centre’s H&S data base.

Sickness

- When a child becomes sick at the Centre the parents or whanau members will be contacted.
- Details of the sickness will be recorded on the Accident/ Incident/ Sickness Staff/ Child Form. If a child develops a fever, the fever procedure will be followed and a record of this will be kept.
- If the child is considered contagious they will be isolated from other children prior to family members picking the child up.
- All fully registered teachers are required to have a current first aid certificate.

Centre Manager Investigation

An investigation of all accidents, incidents and sicknesses will be undertaken each month by the Centre Supervisor.

Reasons for investigation:

- To assist in identifying hazards or potential hazards.
- To assist in identifying work related injuries, accidents, incidents and sicknesses, separating them from non-work related claims.
- To assist in identifying the cause of work accidents, incidents, sicknesses and property damage.
- To assist the development of “Safer Systems of Work” that prevent similar occurrences.