



## INJURY POLICY

### Rationale

- To ensure that there is always a teacher on site who holds a current First Aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider (HS25)
- All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or who is seriously unwell and to notify a parent of what has happened (HS27)
- A procedure outlining the service's response to injury, illness and incident, including the review and implementation of any practices as required (HS27)
- Where there is a serious injury, illness or incident involving a child while at the service that is required to be notified to a specific agency, the service provider must also notify the Ministry of Education at the same time. (HS34)

### Objectives

- To ensure teachers have the necessary skills and knowledge to deal with injuries and are present at all times and readily available.
- All practicable steps will be taken to get immediate medical assistance for a child who is seriously injured (HS27)

### Definition of injury include but are not limited to the following:

- A broken bone or dislocation
- Falls
- Being struck by or against an object
- Cuts and puncture wounds
- Bites and stings
- Foreign bodies- when something is where it shouldn't be
- Burns
- Head injuries

### RESPONSE TO AN INJURY

- If a child is injured or upset the nearest teacher will address the problem
- The teacher will ask the child "where does it hurt" and will be guided by their response.
- Basic First Aid will be administered.
- If there are no obvious signs of an injury, the teacher will ask if the child would like a wet cloth
- If there are signs of a small cut or graze, the teacher will ask if the child would like a plaster.
- A record of any treatment given and by whom will be made in the Health and Safety Folder – Injury, Illness or Incident Form and whānau will be asked to sign the form

- If a child has a head injury, whānau will be called immediately to inform them as a matter of safety
- Arnica cream may be applied to areas which are not open/cut/grazed
- If there are signs of a more serious injury, the teacher who holds a current first aid qualification will be asked to assess the situation.
- If more than basic first aid is required, please follow the procedure below.

#### **RESPONSE TO AN INJURY REQUIRING MORE THAN BASIC FIRST AID**

- Basic First Aid will be administered.
- In the event of an injury requiring further medical intervention (ie Dentist or Doctor), the Person Responsible will call the parent who will arrange to have the child collected straight away for further medical assistance.
- The teacher will ensure the child is kept comfortable, warm and away from other children.
- A record of any treatment given and by whom will be made in the Health and Safety Folder – Injury, Illness or Incident Form and whānau will be asked to sign the form

#### **PROCESS FOR SERIOUS INJURY REQUIRING URGENT MEDICATION ATTENTION ~~IF NOTIFIED~~**

- Basic First Aid will be administered.
- The Person Responsible will call for the ambulance.
- The teacher who holds a current First Aid certificate will remain with the child until the ambulance arrives.
- The teacher will ensure the child is kept comfortable, warm and away from other children.
- The Person Responsible will ensure parents are notified when an ambulance has been called and when the ambulance has left the centre with the child
- If the child is extremely upset when the ambulance arrives and the parents are not on site, then the Person Responsible will decide if a teacher can be released to travel with the child, dependent on ratios and available support at that time.
- After any injury requiring medical treatment, the Serious Injury, Illness and Incident Form will be completed by the Person Responsible and whānau will be asked to sign the form
- The Person Responsible will inform the Owner
- The Person Responsible will complete the online NZ Worksafe Form if the injury is notifiable, a copy will be filed with the accident.
- If the injury is required to be notified to a specified agency, the owner will ensure the Ministry of Education is notified at the same time.
- A copy of the Serious Injury, Illness or Incident Form will sent to the specified agency and the MOE

#### **Specified Agencies will include but are not limited to:**

- Worksafe NZ
- The NZ Police
- The Ministry of Health
- Oranga Tamariki
- The Teaching Council of NZ