

Kiddies Campus Policies and Practices

Practice Name: CHILD ACCIDENT PRACTICE

Trigger Event(s):

An injured child or children.

Rationale:

To ensure any and all accidents involving children are dealt with effectively and appropriately and that parents/caregivers are notified as soon as practicable. All accidents are to be recorded accurately so the mechanism of the accident can be studied with the aim of preventing repeat accidents.

Te Whariki:

Goal 2 – Well-being: Children experience an environment in which their emotional well-being is nurtured.

Recommended Procedure:

Staff will closely supervise the children in all areas of the Centre.

If an accident occurs:

- The staff member at the scene of the accident will attend to those involved by administering first aid and seeking professional help as required.
- Staff will determine the severity of the accident and ensure the safety of themselves and others by checking the surrounding area to make sure nothing is going to cause further injury.
- Adult/child ratios must be maintained whilst the teacher attends to the injured. This will ensure the safety of those not involved in the accident.

If the accident is deemed serious: Call 111 for an ambulance immediately.

- Notify the parents/caregivers immediately.
- Keep the child calm and as comfortable as possible.
- Remove to the OFFICE only if it is safe to do so.
- Follow directions of the ambulance staff.
- The staff member at the scene of the accident is to accompany the child in the ambulance and stay with the child until the parent/caregiver has arrived.

The following is to be taken in the ambulance with the child:

- Child's personal details
- Injury /illness report
- Any medication they are on.

- **The Supervisor must be informed of all accidents.**
- All permanent staff members must hold a current, recognized first aid qualification. Refresher courses are held every two years for all staff.
- All first aid cabinets and emergency kits are checked monthly and secured to make its contents inaccessible to children.
- Standard safety and hygiene procedures are displayed in both kitchens, bathrooms and by the first aid cabinets for reference.
- Accidents are recorded in 'Accident Folders' with overs and unders having separate folders so that at the end of each month accidents and illness can be quickly and efficiently reviewed.
- The accident folder is to be completed in all instances and countersigned by the parent/caregiver as an acknowledgement that they have been advised of the accident.
- Each month the supervisor will review any accidents and illnesses in the centre to ensure good and safe practices are being followed.
- **DETAIL OF ALL ACCIDENTS WILL BE RECORDED IN THE ACCIDENT RECORD FOLDER.** This is to be completed as soon as practicable after the accident.

Policy Reference Information:

First Aid manual

Education (Early Childhood Services) Regulation 2008

Our Code of Standards – Commitment to Learners

Health and Safety at Work Act 2015