

	<p><b>Policy Category:</b> <b>HEALTH AND SAFETY</b></p>
	<p><b>Policy Name:</b> <b>Injuries, Illnesses and Incidents Policy</b></p>

## Purpose

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria **HS25**, **HS27** and **HS12**.

## Position Statement

The health and wellbeing of our children is of the utmost importance to us. We will make every effort to create a safe and healthy environment and will act urgently where required and effectively to ensure the health and wellbeing of all children in our care.

## Issue Outline

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. Sometimes these illnesses can be contagious. An incident is an adverse or unexpected event. This event may or may not result in personal injury or illness.

## Detail

ALL injuries, illnesses and incidents are recorded, even if only minor injuries are sustained.

Anybody can report an incident, e.g. a parent may have witnessed it and told it to a teacher who is then responsible for documenting it. Unexplained changes in behavior of a child could indicate an incident has happened that was not witnessed.

Record keeping: The record is kept for two years from the date of the incident.

For any injury / incident that is notifiable under the Health and Safety at Work Act 2015, the record must be kept for 5 years from the date of the incident.

What are notifiable events? Only serious work-related events are intended to be notified. Do not assume your event is notifiable without checking first:

<https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/>

Health and Safety at Work Act (2015): Make a notification of a child's serious injury or illness if it:

- Is a serious injury or illness which occurred as a result of work activity and
- Needs immediate admission to hospital or
- Needs treatment by a doctor within 48 hours of exposure to a substance.

If notification to Worksafe is made, notification must also be made to the Ministry of Education.

### **General:**

- All permanent staff have current first aid training.
- There is an adult present at all times for every 25 children attending (or part thereof) that:
  - holds a current first aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or
  - is a registered medical practitioner or nurse with a current practising certificate; or
  - is a qualified ambulance officer or paramedic
  - If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped by the health & safety officer
- We have an area where we can isolate sick children

### **Injury Prevention:**

- Our centre takes all reasonable steps to ensure that premises and facilities are in good repair, maintained and used safely. To achieve this -
  - All staff take account of injury prevention in the layout, daily activities and rules in our centre
  - Staff check the centre daily for hazards
  - All staff are trained in first aid and in hazard identification and management as part of their induction process
  - All staff are trained to notify maintenance needs on 1Place. The centre manager acts promptly on dangerous or urgent repair work and programmes in other maintenance work. Maintenance work is recorded on 1Place
  - The hazard management approach we take is to eliminate, isolate or minimise hazards in the centre.
  - The Team Leader, Centre Manager or Professional Leader will analyse hazards and accident records monthly. The centre manager acts on the Professional Leaders report

## Child Injury/Incident Procedures:

In the event of an injury to a child:

- A first aid trained staff member will assess the severity of the injury, based on information derived from witnesses of the incident, knowledge of the child and the child's medical history, and on the child's appearance and response. The first aid trained staff member will provide the necessary first aid that does not require further or more specialized medical treatment. First aid treatment would typically consist of cold cloths or arnica cream applied.
- If the injury is beyond first aid treatment and the child requires further or more specialized medical attention, the centre manager/person responsible calls an ambulance. If the centre manager is unavailable, the most senior staff member present calls the ambulance. The parents of the child are notified immediately. For other incidents the centre will transport the child to get treatment.
- 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 or as long as possible. Any head injury will be treated seriously – even suspected ones – and staff will be vigilant in observing signs of concussion. All bumps and knocks to the head will be recorded and communicated to the parents. If the child shows signs of concussion, the parents will be notified immediately and asked to pick up their child and advised to seek medical advice.
- If it is a burn, the injured area must be put under cold running water immediately for at least 10 minutes. Medical help will be sought and the parents of the child are notified immediately.
- If the severity of the injury is unclear, advice and medical assistance will be sought through a GP or health service or Healthline.
- An incident report is filled in and a copy given to the parent
- In the event that a parent or guardian cannot be contacted, the centre director or manager will take the child to a doctor, primary care or emergency department at the local hospital
- There must always be adequate staff to care for remaining children at the centre
- All incidents and injuries – including minor ones - are recorded in the incident register and a copy given to parents so they can take it with them to the doctor or health professional
- If there is serious harm, i.e. a notifiable event, the centre manager must report the incident to WorkSafe as soon as possible and send a completed accident form within seven days. In this case the Ministry of Education must be notified as well.
- The Centre Manager, Professional Leader or Team Leader ensures the injuries, illness and incident register is completed. Regular reviews and analyses are undertaken to detect patterns or trends that may necessitate changes or actions.

## Sick Children

### Infectious Illness Guidelines

To ensure we maintain a healthy and hygienic environment for all our families, the following guidelines assist us in managing infectious illness at Greendale Kids Ltd

In general children should stay away from an early childhood service when:

- They have no interest in activities or play
- have little energy, want or need to sleep or rest for long periods
- cry easily, are irritable or in pain
- constantly want to be held and comforted
- have a fever of over 38
- requires one on one care from a teacher
- any child with diarrhea (two or more loose bowel motions within an hour) or vomiting will be sent home and should stay away 48 hrs after last symptoms cease, and they are well
- Children may attend if they have Flu symptoms if they are well in themselves and are able to participate in all activities.
- If your child cannot participate in all centre experiences (including water-play and outdoor play) due to illness, then they may be too unwell to be here and should be kept home until fit to attend. We ask that you provide enough warm clothing, jackets, and appropriate footwear in winter months as outdoor play occurs in all weather.
- Pamol and Ibuprofen should not be administered before children attend the centre or during. Pamol can mask a fever and it's often a temporary fix for a bigger issue. If your child requires Pamol to feel better or for pain, then maybe they are too unwell to attend. Exemptions may apply such as teething, discussion with your child's teacher/Team Leader.
- Gastroenteritis – vomiting / diarrhoea it is our policy that children and staff do not attend until 48hrs after the last symptom due to the highly contagious nature of these viruses.
- Streptococcal – Sore Throat – If tested and antibiotics are administered the child must stay away for the first 24hrs of treatment as this is highly infectious.
- If your child receives antibiotics, we can administer these in the centre. However, it is advised they have 24hrs of treatment before returning to ensure they have time to take hold and your child is feeling better. It is at managers discretion and should be discussed if wanting to return earlier.
- If your child has asthma, seasonal asthma or any other ongoing health diagnoses, please discuss, and fill a plan to manage this with your child's teacher and ensure we have spare medication in the centre.
- We will call you to collect if your child has a temperature of 38° or above.
- If your child is not themselves, lethargic, needs to constantly be held or showing signs of illness you may also be advised to collect.
- If your child has head lice, they must stay away until treated and all live eggs and lice removed.
- Conjunctivitis must stay away but can return once eyes are clear with no discharge.
- Please let us know when your child has been unwell out of centre hours so we can help manage the spread of illness in the centre.

- At our centre, we protect all children and staff from cross infection. When a child becomes ill at the centre we may keep the child in a designated, safe and separate area, and ask the parent or caregiver to collect the child as soon as possible
- If the sickness needs urgent medical attention such as appendicitis or meningitis or a severe allergic reaction, 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
- If we are unsure what to do, we will contact the child's doctor or call the **Healthline on 0800 611 116** immediately
- The Centre maintains a list of allergies for children attending the centre. All staff have ready access to the list, and are trained in the use of relevant medications in the event of an allergic reaction.
- We have a Medicine Policy and detailed Medicine Registers and ensure staff understand them and follow them
- Medicines may only be given with the written authority of a parent or caregiver or, in an emergency, by a qualified doctor or ambulance staff
- Staff will use gloves and disinfectant when there is any concern about stopping the transmission of infectious diseases
- Hygiene and cleaning routines support the health and wellbeing of everyone at the centre.
- The Infectious disease exclusion policy has guidelines for when sick children should not attend the centre
- Any notifiable diseases are notified to the Ministry of Health
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications
- We will work with parents to identify needs for staff training and to develop plans for providing the best care at all times such as any activities a child should avoid.

### **Staff illness, injuries and incidents:**

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

### **Alignment with Other Policies**

This policy aligns with:

- Child Health Policy
- Fire and Emergency Evacuation Policy
- Health and Safety Framework Policy
- Medicines Policy
- Nappy Changing Policy

- Outings and Excursions Policy
- Personnel Policies, and
- Infectious Diseases Exclusion Policy.

## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation required:

**HS25:** copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.

**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.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

**HS12:** a hazard identification and risk management system. The system can be consistent with the requirements of the Health and Safety at Work Act 2015

**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
- Be supervised

**PF28:** There is a first aid kit that:

- Complies with requirements of Appendix 1 of the ECE Licensing Criteria
- Is easily recognisable and readily accessible to adults
- 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°C, 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°C

**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

**HS26:** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

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).

The COVID-19 Protection Framework:

<https://temahau.govt.nz/covid-19/advice-early-learning-services/covid-19-protection-framework-early-learning-services>

WorkSafe - Notifiable Events: <https://www.worksafe.govt.nz/notifications/notifiable-event/>

The Ministry of Health's website regarding COVID-19 health advice:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/about-covid-19>

The Ministry of Health's website [www.moh.govt.nz](http://www.moh.govt.nz) has a resource called Nga Kupu Oranga: Healthy Messages. It is a health and safety resource for early childhood services and is available to download.

The relevant sections are as follows:

- Section B: Preventing Infectious Illness 10
- B1 Spreading infectious illness 10
- B2 Strategies for early childhood services 11
- B3 Exclusion 13
- B4 Immunisation 18
- B5 Hygiene 19
- B6 Cleaning and disinfecting 22

The Ministry of Health's website has information about preventing infectious diseases

<http://www.moh.govt.nz/moh.nsf/indexmh/immunisation-about>.

In regards to the National Education and Learning Priorities- Objective 1

## **Impacts of Policy on Staff, Parents, Children**

Following these procedures will ensure that the environment is safe, that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate, and that appropriate records are kept to meet licensing and other legislative requirements.

## **Alignment with the Centre Philosophy**

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

## **Implications and/or Risks**

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents because of illness or accident issues and maintaining public credibility.

## Implementation

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

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised by licensed service:</b>	Greendale Kids Preschool Greendale Kids Nursery
<b>Date:</b>	March 2025
<b>Review Date:</b>	April 2027
<b>Parents informed:</b>	March 2025