

September 2021	Polykids Accident Policy
Contact Authority	Manager: Polykids Childcare Centre
Rationale	To keep children and adults in our Centre safe.
Alignment with Licensing Criteria	HS25; HS27; HS12; PF27; PF28; HS30; HS13; HS14; HS15
National Guidelines	Te Whariki Wellbeing/Mana atua Children experience and environment where: They are kept safe from harm.
NELP- Objective 1 Learners At The Centre	Priority 1 Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying
Procedures:	<p>Issue Outline</p> <p>Children and adults have accidents even in safe environments. Our job is to maintain the well-being of children by creating a safe and healthy environment also to act urgently and effectively to ensure the health and wellbeing of all persons within the Centre environment.</p> <p>General</p> <ul style="list-style-type: none"> • A first aid kit equipped to the Ministry of Education standards is kept on site and audited monthly to ensure stock is maintained. • Permanent registered teachers have a current first aid certificate • We have a health and safety representative on staff as well as the support of the Otago Polytechnic Health & Safety team, who can help to assist in any concerns that we might have. <p>Injury Prevention</p> <ul style="list-style-type: none"> • All staff take responsibility for children's health and safety when setting up equipment, daily activities and routines at the Centre. • Expectations regarding activities and behaviour are monitored and maintained by all staff at Polykids • The environment is checked daily for hazards • All permanent staff who work directly with children are trained in first aid. • Chemicals are kept in locked cupboards and a hazard lists for chemicals are available in the laundry • All staff are responsible for safety and wellness reporting. This includes identifying any hazards or potential hazards. Hazards can be documented in the daily check list then reported to the Centre manager for further investigation. <p>Injury/Accident Procedure</p> <ul style="list-style-type: none"> • In the event of an injury to a child, a first aid trained staff member will assess the severity of the injury and give/ instruct the first aid treatment required. • If the injury needs urgent medical attention, an ambulance will be called. Parents

are also contacted.

- If there is a head injury or impact injury such as a bruise from tripping over, a cold compress will be applied for up to twenty minutes. If parents have also given consent for the use of arnica, then arnica is used to reduce bruising and swelling if the skin is unbroken. If skin is broken, then a saline solution/warm soapy water will be used to clean the affected area.
- **For more severe accidents** - If staff think that the child should be checked by a medical practitioner, then parents/guardians are informed immediately. We ask they collect their child and get them checked by a health professional. This is especially pertinent for injuries involving teeth and dislodgement
- In the event that the parent or emergency contact cannot be reached or are unable to collect their child in a timely manner, then an ambulance can be contacted as child safety and health is always prioritized.
- **When to call an ambulance** - in urgent cases the need for an ambulance may be required. The following is a list of indicators.
Respiratory - Breathing is labored, Category iii medications have been used, the child is showing signs of discomfort, panic, gasping for air or turning blue. Parents/emergency contacts cannot be reached,
Bleeding - resulting from a fall, blood is excessive and cannot be stopped, children are showing signs of shock, parents/emergency to be contacted and an ambulance called for.
Head Injury – fall resulting in unconsciousness or immediate signs of concussion if the child becomes limp and disorientated.
Breaks - resulting in immediate signs of broken bone - the skin may have a protrusion and excessive swelling, signs of shock.
- Required legal ratios at Polykids must be maintained at all times.
- In all cases, accidents are recorded in the accident book. Both the teacher who recorded the accident and the parent sign the form and the parent gets a copy
- If there is “serious harm” the accident is reported to OP Health and Safety team.

Otago Polytechnic Staff

- Only staff accidents and near misses are recorded in the OP Vault site.
- The OP Health and Safety Officer investigates the accident along with the WorkSafe who are also contacted as soon as possible after the accident occurs.
- Staff accidents are to be recorded. These are logged immediately with the OP Vault system.
- In cases of serious harm, the Health and Safety team is contacted immediately.
- If an ambulance is called, the staff member’s next of kin are also contacted immediately.
- If the staff member needs to get checked by a medical practitioner, they can do so. Legal ratios are to be maintained at all times.

Review Date	September 2024
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This Policy has had full consultation with parents