**Injuries, Illnesses, and Incidents Policy**

**Rationale**

To ensure all practical steps are taken to keep tamariki and kaiako safe and well in alignment with the Education (Early Childhood Centres) Regulations and Worksafe New Zealand standards and requirements.

**Objective**

To provide for the health and safety of all tamariki by ensuring all reasonable steps are taken to prevent the spread of illness and the treatment of illness when this presents. To ensure Country Kidz makes every effort to create a safe and healthy environment and acts urgently where required and effectively to ensure the health and wellbeing of all tamariki and kaiako in our learning environment.

**Policy**

Our Centre endeavours to provide an environment in which tamariki and kaiako wellbeing is promoted and they are kept safe from injuries, illnesses, and incidents. Tamariki and kaiako have accidents, even in safe environments. Tamariki and kaiako can also become unwell suddenly. For the purposes of this policy, an incident is defined as an adverse or unexpected event which may or may not result in personal injury or illness.

All injuries, illnesses, and incidents are recorded, even if only minor injuries are sustained. Anybody can report an incident at Country Kidz and kaiako are responsible for documenting all reports. Records of these documents are maintained and securely stored for two years after the incident, illness, or injury. However, if the injury or incident requires notification to Worksafe New Zealand under the Health and Safety at Work Act 2015, the resulting documentation will be stored for five years.

**Implementation**

The following protocols are used at Country Kidz for injuries, illnesses, and incidents. Following these protocols will ensure that the environment is safe, that parents and appropriate authorities are kept informed of incidents, injuries, and illnesses where appropriate, and that records are kept to ensure licensing and other legislative requirements are continuously met.

* Country Kidz provides an area in the office where sick tamariki can be isolated for their wellbeing and the health and safety of all the learning community.
* Any notifiable diseases will be notified to the Ministry of Health.
* Country Kidz learning community are informed on Storypark of any health warnings and how to recognise signs of illness for which we receive notifications.
* Tamariki who are at heightened risk of illness due to immunisation status or are immunocompromised will be asked not to attend during an epidemic.
* Country Kidz fully supports the inclusion of tamariki with special health and learning needs and will do our best to ensure those individual needs are met whilst tamariki are in our care.
* Should a child become unwell or injured at Country Kidz, a record will be kept of the child’s name, date, time, description of the incident/illness, actions taken and by whom, along with evidence of parental knowledge of the incident/illness.
* Should a child become unwell, whānau will be contacted as soon as possible to collect their child. Should whānau not be contactable, emergency contacts will then be contacted.
* In the event of a significant illness or injury to tamariki, a first aid trained kaiako will assess the severity of the situation and act accordingly with the appropriate first aid treatment or contact emergency services for urgent transportation to the nearest treatment facility. If the severity of the illness or injury is unclear, advice, and medical assistance will be sought through Healthline.
* In the event of a significant illness or injury to tamariki that requires emergency services to be contacted or a child is admitted to hospital, Ministry of Education will be contacted and informed of the serious incident/illness.
* Country Kidz uses the Ministry of Education Worksafe notification flow chart (Appendix One) to determine whether an incidence needs to be notified to Worksafe New Zealand
* Country Kidz employees at least a 1-25 ratio for First Aiders onsite and during excursions. It is our preference that all Country Kidz employees have First Aid Certification that is renewed bi-annually.
* Country Kidz maintains first aid kits that are compliant with early childhood licensing criteria and are easily within reach of kaiako but appropriately inaccessible to tamariki.
* Country Kidz provides and maintains first aid kits that are carried on all excursions outside of our learning environment.
* An Administration of Medicine register records all medication administered whether that be external or internal for all Ministry of Education medication categories.
* Kaiako take account of injury prevention in the layout, daily activities, routines, rhythms, and boundaries at Country Kidz
* The Health and Safety Officer checks the site prior to opening daily.
* All Country Kidz employees are trained in hazard identification, management, and notification as part of their induction process.
* The hazard management approach taken at Country Kidz is to eliminate, isolate, or minimise the potential for injury or incident.
* The Health and Safety Officer analyses hazards, accidents, illnesses, injuries, and incidents monthly and provides a report to the Committee for review.
* Kaiako work as a team to take care of animals at Country Kidz in line with our Animals at Country Kidz Policy.
* Country Kidz Health Policy provides guidelines for when tamariki and kaiako can return to the learning environment after infectious diseases, illnesses, and or injuries.

*Aligns with:*

*Licensing criteria for centre-based ECE services as amended 1 January 2022*

*Education (early Childhood Centres) Regulations 2008*

*Health and Safety at Work Act 2015*

*County Kidz Child Protection Policy*

*Country Kidz Medical Administration Policy*

*Country Kidz Medication Policy*

*Country Kidz Washing Sick or Soiled Tamariki Procedure*

*Country Kidz Health and Safety System*

*Children’s Act 2014*

*Country Kidz Enrolment Form*

*Country Kidz Excursion Policy*

*Country Kidz Nappy Change Policy*

*Country Kidz Animals at the Centre Policy*

*Country Kidz Human Resource Policy*

*Country Kidz Accident and Incident Procedure*

*Country Kidz Health Policy*

*Country Kidz Strategic Plan 2022-25*

*Statement of National Education and Learning Priorities*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| --- | --- |
| **Authorised:** |  |
| **Date:** | February 2024 |
| **Next Review:** | Add to Annual Management Plan for June, 2023 not withstanding a change in legislation or criteria |

## Appendix One – Worksafe Notification Flow Chart

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