**Injuries, Illnesses, and Incidents Policy**

**Rationale**

To ensure the safety and well-being of all tamariki, kaiako, and visitors at Country Kidz, this policy outlines the procedures to be followed in the event of injuries, illnesses, or incidents. This policy aligns with the licensing criteria for center-based ECE services in New Zealand and complies with the Early Childhood Education (ECE) Regulations and Work Safe New Zealand legislation.

**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 and effectively where required to ensure the health and wellbeing of all tamariki, kaiako, visitors in our learning environment.

**Policy**

Country Kidz endeavours to provide an environment in which tamariki, kaiako, and visitors wellbeing is promoted and they are kept safe from injuries, illnesses, and incidents. Tamariki, kaiako, and visitors have accidents/incidents, even in safe environments. Tamariki, kaiako, and visitors 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, and consequently the Ministry of Education, 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/guardians 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.

* Prevention and Preparedness
	+ Regular risk assessments will be conducted to identify potential hazards. Identified hazards will be addressed promptly to minimise risks.
	+ Adequate supervision will be maintained at all times, adhering to the required adult-to-child.
	+ All staff will receive training in first aid, health and safety, and emergency procedures. Country Kidz employs 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.
	+ First Aid Kits: 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. First aid kits are also carried on all excursions outside of our learning environment.
* Managing Illnesses
	+ Observation and Isolation: 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. If a child shows signs of illness, they will be isolated and supervised, and whānau/caregivers will be contacted to collect their child as soon as possible.
	+ Infectious Diseases: Any notifiable diseases will be notified to the Ministry of Health. Tamariki who are at heightened risk of illness due to immunisation status or are immunocompromised will be asked not to attend during an epidemic.
	+ Health Warnings: The Country Kidz learning community is informed on the Home app and Facebook Whānau Page of any health warnings and how to recognise signs of illness for which we receive notifications.
	+ Health Policy: The Country Kidz Health Policy provides guidelines for when tamariki and kaiako can return to the learning environment after infectious diseases, illnesses, and/or injuries.
* Inclusion of Children with Special Needs: 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 learning environment.
* Responding to Injuries and Incidents
	+ Minor Injuries: For minor injuries (e.g., scrapes, bruises):
		- Administer appropriate first aid.
		- Record the incident in the Injury and Illness Register on the Playground App.
		- Inform the child's whānau upon pick-up or via a phone call if necessary.
	+ Serious Injuries: For serious injuries requiring medical attention:
	+ Administer immediate first aid.
	+ Call emergency services if needed (dial 111).
	+ Contact the child's whānau immediately.
	+ Record the incident in the Injury and Illness Register on the Playground App.
	+ Notify the Ministry of Education as required under Regulation 56 of the ECE Regulations 2008.
* Incident Reporting
	+ Immediate Action: In the event of an incident (e.g., an accident or emergency):
	+ Ensure the safety of all children and staff.
	+ Administer first aid if necessary.
	+ Call emergency services if required (dial 111).
	+ Inform the child's whānau immediately.
	+ Record the incident in the Incident Register on the Playground App.
	+ Notify the Ministry of Education if the incident involves serious injury or illness requiring emergency services or hospital admission.
	+ Notification to Authorities: Use the Ministry of Education Worksafe notification flow chart (Appendix One) to determine whether an incident needs to be notified to Worksafe New Zealand.
* Documentation
	+ Injury and Illness Register on Playground: Maintain a register to record details of all injuries and illnesses, including the child's name, date and time of the incident, description of the injury/illness, action taken, and parent/caregiver notification.
	+ Incident Register on Playground: Maintain a separate register for recording details of incidents, including the date and time, description, actions taken, and notifications made.
	+ Administration of Medicine Register: Record all medication administered, whether external or internal, for all Ministry of Education medication categories and in alignment with Country Kidz Health Policy.
* Health and Safety Practices
	+ Daily Checks: Conducted prior to each learning session a health, hazard, and safety check throughout the learning environment is undertaken and signed off by Person Responsible and a second kaiako.
	+ Hazard Management: The hazard management approach at Country Kidz is to eliminate, isolate, or minimise the potential for injury or incident. All Country Kidz employees are trained in hazard identification, management, and notification as part of their induction process.
	+ Analysis and Reporting: The Health and Safety Officer analyses hazards, accidents, illnesses, injuries, and incidents monthly and provides a report to staff meetings and the Committee for review.
* Communication and Review
	+ Staff Training: Ensure all staff are familiar with and understand this policy.
	+ Whānau Communication: Inform whānau about the policy and provide updates as necessary.
	+ Policy Review: This policy will be reviewed annually, or following a significant incident, to ensure its effectiveness and compliance with current regulations.
* Animal Care
	+ Animal Care: Kaiako work as a team to take care of animals at Country Kidz in line with our Animals at the Centre Policy.

*Aligns with:*

*Licensing criteria for centre-based ECE services as amended September, 2022 (HS27-29)*

*Education (early Childhood Centres) Regulations 2008*

*Health and Safety at Work Act 2015*

*County Kidz Child Protection 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 and Toileting Support 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.

|  |  |
| --- | --- |
| **Authorised:** |  |
| **Date:** | May, 2024 |
| **Next Review:** | Add to Annual Management Plan for May, 2025 not withstanding a change in legislation or criteria |

## Appendix One – Worksafe Notification Flow Chart

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