



Accident Policy



Rationale

To ensure that all staff have clear guidelines about what to do in the event of an accident or illness.

Te Whāriki

Well-being

Children experience an environment where their health is promoted.

Procedures

1. A first aid kit will be kept in good condition, ready for immediate use and equipped to the appropriate standard. It will be secured so that the contents are inaccessible to children.
2. At least one member of staff on duty will have a current first aid certificate.
3. Communication is paramount between all staff and parents/whanau.
4. An assessment of injury or illness will be made immediately.
5. In the case of a major accident/illness, parents/caregivers will be notified immediately and if necessary, the emergency services will be contacted.
6. If an injury occurs to the head or neck (anywhere above the shoulders), the attached procedure will be followed.
7. Where there is an injury involving blood or vomit, surgical gloves will be worn, and RED BLOOD CLOTHS that are solely used for this purpose.
8. Staff assistance will be sought when necessary.
9. Hopscotch will have individual procedures in place for each child with a chronic illness.
10. Particulars of every accident and illness occurring at the centre, and any action taken will be recorded in the Accident Register and a copy supplied to the parent/caregiver.
11. Hazards causing accident or incident will be reviewed and rectified, if necessary, as soon as possible.