

ACCIDENT POLICY / PROCEDURE

Rationale:

Efficient accident first aid, emergency care and support systems are essential to the physical and emotional wellbeing of an individual following an accident. Teachers need to be familiar with first aid procedures and all teachers will have access to a first aid kit.

Principles:

Management will:

- define accidents/emergencies requiring treatment.
- identify appropriate actions following an accident where medical treatment is considered urgent.
- provide appropriate documentation to any medical authorities, and parents/caregivers relative to the nature of the accident and outcome.
- meet the requirements of the Health & Safety in Employment Act relating to the recording and reporting of accidents.

Procedures:

Less Serious Accidents

- For all accidents and injuries, including minor cuts and grazes, first aid will be applied as necessary, including an appropriate gel for grazes, insect bites and hives and newly erupted nappy rashes.
- A record of injuries will be kept in the Accident Book and may also be recorded on an Accident Investigation Form.
- Procedures for attending to an accident or emergency are made available and understood by all members of staff.
- Accidents and emergencies requiring urgent treatment are readily identifiable [see Type A in Accident Classification Policy].
- Any decision to call an ambulance is made by the Management and the certified first aider in attendance at the accident.
- In all cases contact must be made with parents/whanau immediately following a call to medical services.
- A teacher or parent/whanau must accompany the child to medical services. A copy of the enrolment form will accompany child.
- An Accident and Emergency Report will be compiled by the supervisor in attendance at the accident within 24.
- The cause of the accident will be investigated by Management to ascertain any area of concern and inform appropriate authorities.
- All accidents causing serious harm must be reported to the Occupational Health Office (OSH) for indemnity purposes.

Procedures:

More Serious Accidents

For more serious injuries, i.e. suspected broken limbs or serious cuts etc, the following procedures should be adhered to.

- No food or fluids.
- One person to stay with the child to reassure and, if necessary, apply first aid with discretion.
- Another person to contact medical help and parent/whanau.

- Get medical help to child as soon as possible, if necessary, call an ambulance.
- A staff member will stay with the child until parent/whanau arrives.
- Record in the Accident Book all steps taken.
- Follow Accident Investigation procedure.

Related Documentation / Policies

Accident Book

Accident Classification Policy

Accident Investigation

Accident Investigation Form

Illness & Medication Policy

Occupational Safety & Health

Reviewed August 2016
Review Date: If Incident Occurs