

Accident, Incident and Near Miss Form

Rationale:

Both children and adults have accidents or incidents, even in safe environments. Here at Bright Babes it is our job to maintain a safe and healthy environment and to act urgently and effectively to ensure health and well-being of all who are at Bright Babes. An incident is an adverse or unexpected event. This event may or may not result in personal injury or illness but is still important to document for further development and to improve in our hazard register.

Purpose:

The purpose of this operational policy is to keep children and adults safe by meeting Licencing Criteria HS25, HS27 and HS12.

Detail:

Classification of accidents, incidents and near misses:

1. Near misses or minor
2. First aid treatment required
3. Medical treatment required
4. Serious harm injury, serious illness, or serious property damage

For all classifications an accident and/or an investigation form will be completed. Senior staff or Management will complete the investigation forms. If a hazard is identified as a result of an incident or accident, the hazard will be transferred to the Hazard Register. Incident/accident forms will be kept for the recommend amount of time of 5 years.

General:

- All staff have current first aid training gained from a New Zealand Qualifications Authority accredited first aid training provider.
- If any one on the premises is injured, any required first aid is administered or supervised by a first aid-trained adult.
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully stocked.

Injury Prevention:

- All staff take account of injury prevention in the layout, daily activities and rules in our centre.
- We check the centre daily for hazards
- All staff are trained in first aid and in hazard identification and management.
- We have a hazards list displayed in the office, and any new people to Bright Babes are advised to read and sign in agreeance that they have read and understood the hazards the centre may potential have.
- The hazard management approach we take is to eliminate, isolate, or minimise hazards in the centre. Our staff are trained to do these things.
- We analyse hazards and accident records termly. Management will act on the outcomes of this analysis.

Injury and Accident Procedures:

- In the event of an injury to a child or adult, a first aid trained staff member assesses the severity of the injury and gives the necessary first aid.
- If the injury needs urgent medical attention, Management or a Senior staff member will call an ambulance. Parents of the child or next of kin if an adult will be contacted also.
- If it is a head injury, an ice pack wrapped in a cloth will be held on the injury for 10 to 20 minutes, and the injured person will not be left alone. If it is a burn, the injured area will be put under cold running water immediately for at least 20 minutes.

- If a child needs to go to the hospital/doctor, parents/guardians are informed immediately and asked to collect their child and get them checked by a doctor or health professional.
- In the event that a parent or guardian cannot be contacted, a qualified staff member that the child is comfortable and familiar with will take the child to a doctor or emergency department/local Hospital.
- In all cases, accidents, incidents and illnesses are recorded. Each building has their own book for recording child accidents and illnesses. Staff and other adults have an accident and incident book kept in the office building.
- If there is serious harm or a significant event occurs (defined under the Health and Safety at Work Act 2015), Management will report the incident to Worksafe New Zealand as soon as possible and send a completed accident form within 7 days.
- Management will ensure that the accident/illness/incident register is completed.

Reporting Notifiable Events:

If a notifiable event occurs, we must notify WorkSafe as soon as possible. As defined in the HSWA, a notifiable event means any of the following events that arise from work:

- a) The death of a person; or b) a notifiable injury or illness; or c) a notifiable incident.

To notify WorkSafe New Zealand you can:

1. Telephone 0800 030 040
2. Completing and submitting the online Notifiable Event Notification Form:
<https://worksafe.govt.nz/notify-worksafe/>

Investigation Procedure:

When an incident, injury or near miss occurs an investigation form will be completed also. Bright Babes' PCBU will take all reasonable steps to respond/investigate in a timely manner to an incident or accident reported to them. Any outcomes will be recorded, and amendments made to the hazard register if need be.

Near misses in the workplace:

Every day we experience near misses. Some are closer than others. They're the ones that with just a slight change in circumstances things could have been much more serious. These near misses need to be taken as an opportunity to learn, to prevent the incident from happening again on another occasion. Bright Babes encourages staff to report near misses as this is an opportunity to gain valuable information about the overall effectiveness of our health and safety practices.

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation requirements:

- HS25, HS27: a record of all injuries and illness that occur at the service. Records include the child's name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident. Copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

- HS12: a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992 but goes beyond the consideration of significant hazards to employees to include all hazards to children.
- PF27: There is a space (away from where food is stored, prepared, or eaten) where a sick child can:
 - Be temporarily kept at a safe distance from other children (to prevent cross-infection)
 - Lie down comfortably
 - Be supervised
- PF28: There is a first aid kit that:
 - Complies with requirements
 - Is easily recognisable and readily accessible to adults;
 - Is inaccessible to children.
- HS30: Children are washed when they are soiled or pose a health risk to themselves or others.
- HS13: The temperature of warm water delivered from taps that are accessible to children is no

higher than 40 degrees, and comfortable for children at the centre to use.

- HS14: Water stored in any hot water cylinder is kept at a temperature of at least 60 degrees Celsius.
- HS15: All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.
- HS26: All practical steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

Health and Safety at Work Act 2015

Alignment with other policies:

- Health and safety Policy
- Health and Safety Framework Procedures and Strategies
- Child Illness Policy

Policy Review Schedule

Review every three years or when there is a significant change in the area of the policy topic.

Introduction Date:	November 2018			
Next review date:	November 2021			
Comment:	Updated Combines -Accident Policy/Procedure -Accident investigation -Accident Classification			
Consultation Undertaken:	Staff Management			