

INJURY/ILLNESS/INCIDENT POLICY

PURPOSE:

Reg 46/HS24 through to HS30

All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or who becomes seriously ill, and to notify a parent of what has happened.

To keep children and adults in our centre safe.

To outline procedures for identifying and reducing hazards.

To ensure that there is a clear process in place for recording and handling all incidents, injuries or illnesses, consideration of and procedure for each event. Whether incurred by children, visitors, staff or members of the community, whilst at the centre.

To ensure procedures are in place to minimise the risk to individuals that are handling spills containing blood and body fluids.

Parents and teachers share the responsibility for creating a healthy centre environment, which will protect and nurture children

Definitions:

Injury: An instance of being injured

Illness : A disease or period of sickness affecting the body or mind

Incident: An instance of something happening; an event or occurrence

PRACTICES:

Injury, an instance of being injured.

All staff take account of injury prevention in the layout, daily activities and rules in our centre.

In the event of an injury to a child, a first aid trained staff member assesses the severity of the injury and gives the necessary first aid.

The hazard management approach we take is to eliminate, isolate or minimise hazards in the centre. Our staff review Health and Safety requirements annually or as needed.

There is an adult present at all times who:

- o holds a current first aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or
- o is a registered medical practitioner or nurse with a current practising certificate; or
- o is a qualified ambulance officer or paramedic.
- o **If a child is injured, any required first aid is administered or supervised by a certified teacher, holding a current first aid certificate.**
- o All certified kaiako are required to hold an up to date first aid certificate.

A first aid kit is kept on the premises, inaccessible to children, and checked and restocked every term or - two months or more frequently if necessary. A small first aid kit is maintained for excursions and kept in the cupboard above the fridge

In the event that the first aider deems the injury/illness to require more than the centre or first aider can provide, then the person responsible will be notified and a decision made as to whether the injury needs medical assessment and parents can pick up the child from the centre or that the injury needs prompt medical assistance and parents will be informed.

There must always be adequate staff to care for remaining children at the centre. A certified teacher will always be with the child.

Consent for the application of arnica cream/Soov/saline solution/suncreme is asked for, to be used as per manufacturer's instructions, on the enrolment form. All kaiako will be informed if any parent has not consented to the use of this.

In accordance with HS27- All parents are notified of all injuries and any illness and these are recorded on the illness chart, and in the ECC incident/accident book, for parents to sign.

*For all serious injuries or where medical help has been sought, an investigation form will be completed by the Centre Director [Injury Investigation Form](#)

*The Center Director must also notify the Service provider who will notify the MOE and any specified (for example Worksafe) agency [Critical Incident Report .docx](#)

*The Director/Service Provider will work with the MOE with communication regarding the injury, including the possibility of communication with the media and other whanau.

*If a hazard is identified as a result of this injury, the hazard will be transferred to the Hazard Register and a copy of the injury form retained for at least 12 months. Workplace NZ 0800 030 040 will be notified if an injury is defined as having caused 'Serious Harm' and a copy of the investigation report will be sent.

Serious Harm is defined as "a serious illness or injury that requires treatment that is beyond simple first aid. For example, something that warrants a trip to the local GP for treatment, or calling an ambulance, or taking the child to hospital."

The injury register is analysed/ reviewed monthly and type and frequency are discussed with staff at staff meetings. Staff will make changes to equipment and routines or practices as a result of patterns being identified. The register is then held in the staff room cupboard for review in the instance that issues need further investigation or review.

A hazard register is kept in the maintenance book. Team Leader will notify the Director should areas/resources become a concern with staff. All identified hazards are discussed and remedied in a timely fashion by the Centre Director and if necessary in conjunction with the Service Provider. All staff are trained to notify maintenance needs to the Centre Director as well as a written note with detail in the maintenance book. The maintenance book sits on the sign in desk next to the daily reflection sheet. The Centre Director acts promptly on dangerous or urgent repair work and programmes in other maintenance work. Maintenance work is recorded. (Also see Health and Risk Management System in H&S folder)

Illness, A disease or period of sickness affecting the body or mind

Should a child become ill while at the centre, the symptoms will be noted and discussed with Team Leader or Director. Depending on what the illness is, the child's temperature may be checked, rashes or any body signs of illness will be noted and recorded in the Illness register folder. If the child has a fever, headache or any pain that distresses the child, parents will be contacted and the child comforted, cooled or just kept peaceful until taken home. **If the child's illness is determined beyond first aid, immediate medical assistance will be sought, i.e. an ambulance will be called, and**

parents will be informed of the situation. A certified teacher, first aider, will always be with the child.

In the event of sickness or diarrhoea

Sick children are isolated on a mattress (with a blanket or towel covering the area the child rests on). A teacher will always be available to monitor the child and offer comfort should a child be distressed.

See Sick and Soiled Children Policy and Procedures (in the bathroom for further information) and the Sickness and Infectious Diseases Policy for related information.

Where there is a serious illness involving a child while at the centre, the Centre Director must notify the Service provider who will notify the MOE and any specified agency. For serious illnesses, an illness investigation form will also be completed by the Director [Illness Investigation template](#) - together with a Critical Incident report if any specified agency is contacted.

'Specified agency' means any government agency or statutory body that an early childhood education and care service is required to notify if there is a serious (or as defined) injury, illness, incident or allegation. This may include but is not limited to: the New Zealand Police; the Ministry of Health; Child, Youth and Family; WorkSafe New Zealand; and the Teaching Council.

Incident, an instance of something happening

All incidents that occur at the centre will be recorded in the incident book in the staff room. An example of an incident may be a disclosure of a sexual nature from a child, parents arguing in the centre, teacher rough handling a child, a trespasser on the premises, or any other instance that needs documentation. The incident book can be used to record details pertaining to what has happened. Whether a separate incident or a serious illness/injury that leads to an incident, this should be reviewed and written in the incident investigation [Incident Investigation Template](#) and discussed at team meetings. The service provider will be notified should any serious incident occur at the centre.

Relevant Background

(including, legislation/regulation references)

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

- **HS25**, copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.
- **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.

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

HS12: a hazard identification and risk management system. The system can be consistent with the requirements of the Health and Safety at Work Act 2015

PF27: There is 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 of Appendix 1 of the ECE Licensing Criteria
 - 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°C, 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°C
- **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
- **HS16:** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained
- **HS26:** All practicable 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 (Immunisation) Regulations 1995 require services to have an immunisation register retained for at least 12 months (see the ECC's online guideline for Retention of Records).

The Ministry of Health's website regarding COVID-19 health advice:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/about-covid-19>

The Ministry of Health's website www.moh.govt.nz has a resource called *Nga Kupu Oranga: Healthy Messages*. It is a health and safety resource for early childhood services and is available to download.

The relevant sections are as follows:

- Section B: Preventing Infectious Illness 10
- B1 Spreading infectious illness 10
- B2 Strategies for early childhood services 11

- B3 Exclusion 13
- B4 Immunisation 18
- B5 Hygiene 19
- B6 Cleaning and disinfecting 22

The Ministry of Health's website has information about preventing infectious diseases
<http://www.moh.govt.nz/moh.nsf/indexmh/immunisation-about>

The following templates might be useful for analysing incidents, illnesses and injuries -
 Approved by:

<https://www.education.govt.nz/school/health-safety-and-wellbeing/injury-and-illness/#rehabilitation>

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Date: July 2025

Service Provider

Contact Person: *Aaron Donaldson*

Date: July 2025

To be reviewed: July 2026

2024

1 Is this policy working?

Some links will change as the official websites are under review at present.

2 Does it match our practice?

Yes

3 Is it supported by research?

Yes, up to date regulation and Health and Safety Act.