

# Procedure.

Early Childhood Learning Centre

## 1. First Aid

- a. All teachers must have an up-to-date First Aid Certificate.
- b. Each unit at the Centre has access to a First-Aid kit inside the Centre and a kit available to take on excursions.

## 2. Managing observed injuries

- a. Teacher receiving child at start of day will do a visual check on exposed skin areas and note any bruises, cuts, wounds that are significant (anything that would have warranted first aid at time of occurrence or larger than child's palm). Smaller but frequent injuries are to be noted and recorded if a pattern is suspected.
- b. Any such bruises, cuts, wounds, injuries will be recorded in the Report of Accident / Illness form, and verified by one other staff member. Details will be entered as "observed at drop off", and the current date and any relevant details will be recorded.
- c. Discuss with parent what was observed to make sure parent is aware of the injury. Parent will sign the completed "Record of Accident or Illness" form to confirm they are aware of the injury.
- d. If abuse / neglect is suspected, follow ECLC's Child Protection Policy.
- e. Inform child's key teacher and the Team Leader, and file the form accordingly.
- f. All other staff will be informed the injury has been noted and recorded.
- g. Parents are to be encouraged to notify staff of any injury sustained at home.

## 3. Managing accidents

- a. If a child is unable to participate in the programme as a result of injury sustained at the Centre, teachers will contact a parent or an emergency contact if the parents are not available.
- b. If a child sustains an impact to the head, parents will be notified through a phone call and an accident report (please also see point 3c).
- c. First aid will be administered as required.
- d. In the event of an emergency, teachers will call 111 for an ambulance and notify the parents immediately. Security will also be called on 6111/ 0800 823 637 so that they can meet the ambulance and direct them to the scene of the accident.
- e. Where there is a Notifiable Incident – serious illness / injury that requires treatment more than first aid e.g. a trip to the GP / hospital, calling an ambulance – the Manager must be immediately informed. The UC Health and Safety team will be contacted for further advice and/or action.
- f. More information about Notifiable Incidents can be found here:  
<http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-incident>

#### 4. Recording accidents

- a. Teachers will record all accidents involving children in the *Accident and Illness book*.
- b. The *Accident and Illness book* is held in the main play room and is (1) signed by a teacher, (2) checked and signed by a second teacher, and (3) signed by the parent when the child is collected from the centre.
- c. The child's name will be highlighted on the roll to alert parents that they have an *Accident and Illness* form to sign and to speak with a teacher who will explain the accident/injury.
- d. A copy of the completed *Accident and Illness* form goes home with the child.
- e. If the accident identifies a hazard, a copy of the *Accident and Illness* form will be forwarded to the University's Health & Safety team.
- f. If the accident results in serious injury or involves a potential ACC claim, teachers will report the accident in the UC Event Report form to the Manager.
- g. All incidents / accidents involving staff will be recorded in the UC Event Report form. The form can be found here: [http://www.canterbury.ac.nz/hr/health\\_safety.shtml](http://www.canterbury.ac.nz/hr/health_safety.shtml). A copy can also be found in the EYCE H&S Toolkit.

#### 5. Identifying and managing hazards following an accident

If a hazard is identified following an accident or injury, teachers will

Act to eliminate or minimise the risks of harm.

report the hazard in the Hazard Assessment and Control form to the Manager.

record the hazard in the hazard register if it cannot be eliminated.

Date of last review: January 2019

To be reviewed: February 2022