

Accident Management

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 of 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.

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 and 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.