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| June 2025 | Polykids Accident Policy |
| Contact Authority | Manager: Polykids Childcare Centre |
| Rationale | To keep tamariki and adults in our Centre safe. |
| Alignment with Licensing Criteria | <p>HS12; Hazard Management</p> <p>HS17; Excursions. <i>Excursion Procedure</i></p> <p>HS19; Food and Drinks. <i>Food and Nutrition Policy</i></p> <p>HS24; Medical Assistance & Incident Management</p> <p>HS25; First Aid Training, PF28; First Aid Kits</p> <p>HS27; Records of Injuries, Procedures in place outlining injury, illness and incident</p> <p>HS28; Medication Administration. <i>Medication Administration Policy</i></p> |
| National Guidelines | <p>Te Whariki Wellbeing/Mana atua</p> <p>Tamariki experience and environment where:</p> <p>They are kept safe from harm.</p> |
| <p>NELP- Objective 1</p> <p>Learners At the Centre</p> | <p>Priority 1 Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying</p> |
| Procedures: | <p>Issue Outline</p> <p>Accidents can happen even in well-managed environments. It is our responsibility to protect the well-being of both tamariki and adults by maintaining a safe and healthy environment. Part of this process involves the regular review and implementation of our practices as needed. In addition to upholding safety standards, we must also respond promptly and effectively to any incidents to ensure the ongoing health and well-being of everyone at the Centre.</p> <p>General</p> <ul style="list-style-type: none"> • A first aid kit equipped to the Ministry of Education standards is kept on site and monitored monthly to ensure stock is maintained. • Permanent kaiako have a current first aid certificate and training. • We have a health and safety representative on staff as well as the support of the Otago Polytechnic Health & Safety team, who can help to assist with any concerns that we might have. • As part of the review and implementation of practices process, a monthly analysis of accidents, illnesses, and incidents is conducted to identify additional hazards and deepen our understanding of existing ones. |

Injury Prevention

- All Kaiako take responsibility for tamariki health and safety when setting up equipment, daily activities and routines at the Centre.
- At Polykids, all kaiako are responsible for monitoring and maintaining expectations regarding activities and behaviour

The environment is checked for hazards twice daily, including:

- Indoor Checks- conducted at the beginning and the end of each day to ensure safety
- Outdoor Checks: Conducted in the morning before setup and before tamariki enter the area, as well as after lunch to ensure a safe environment for play.
- All permanent staff who work directly with tamariki are trained in first aid.
- Chemicals are kept in locked cupboards and a hazard list for chemicals are available in the laundry
- All staff are responsible for safety and wellness reporting. This includes identifying any hazards or potential hazards. Hazards can be documented in the daily check list then reported to the Centre manager for further investigation.
- Risk assessments are completed prior to all excursions out of the Centre.

Injury/Accident Procedure

When the centre requires assistance regarding a child's health, Healthline (0800 611 116) will be utilized to assist with further guidance regarding keeping a child comfortable. Healthline is a free service with expert advice and guidance.

- In the event of an injury to a child, a first aid trained staff member will assess the severity of the injury and give/ instruct the first aid treatment required.
- If the injury needs urgent medical attention, an ambulance will be called. Whānau are also contacted.
- If there is a head injury or impact injury such as a bruise from tripping over, a cold compress will be applied for up to twenty minutes. If whānau have also given consent for the use of arnica, then arnica is used to reduce bruising and swelling if the skin is unbroken. If the skin is broken, then a saline solution/warm soapy water will be used to clean the affected area.
- **For more severe accidents**
- If staff believe a child should be evaluated by a medical professional, whānau or guardians are notified immediately. We request that they pick up their child and have them assessed by a healthcare provider, particularly in cases involving dental injuries or dislodgement.
- In the event that the whānau or emergency contact cannot be reached or are unable to collect their child in a timely manner, then an ambulance can be contacted as child safety and health is always prioritized.

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| | <p>When to call an ambulance - in urgent cases the need for an ambulance may be required.</p> <p>The following is a list of indicators:</p> <p>Respiratory - Breathing is labored, Category iii medications have been used, the child is showing signs of discomfort, panic, gasping for air or turning blue. Whānau/emergency contacts cannot be reached,</p> <p>Bleeding - resulting from a fall, blood is excessive and cannot be stopped, tamariki are showing signs of shock, whānau/emergency to be contacted and an ambulance called for.</p> <p>Head Injury – fall resulting in unconsciousness or immediate signs of concussion if the child becomes limp and disorientated.</p> <p>Breaks - resulting in immediate signs of broken bone - the skin may have protrusion and excessive swelling, signs of shock.</p> <ul style="list-style-type: none"> • Required legal ratios at Polykids must be maintained at all times. • In all cases, accidents are recorded in the accident book. Both the teacher who recorded the accident and the whānau sign the form and the whānau gets a copy • If there is “serious harm” the accident is reported to OP Health and Safety team. <p>Otago Polytechnic Staff</p> <ul style="list-style-type: none"> • Only staff accidents and near misses are recorded in the OP Vault site. • The OP Health and Safety Officer investigates the accident along with the WorkSafe who are also contacted as soon as possible after the accident occurs. • Staff accidents are to be recorded. These are logged immediately with the OP Vault system. • In cases of serious harm, the Health and Safety team is contacted immediately. • If an ambulance is called, the staff members’ next of kin are also contacted immediately. • If the staff member needs to get checked by a medical practitioner, they can do so. Legal ratios are to be maintained at all times. |
| Review Date | September 2027 |

This Policy has had full consultation with whānau