

# Procedure.

Early Childhood Learning Centre



## **Accident Management**

**HS121**

### **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. These must be regularly checked and replenished.

### **Managing observed injuries:**

1. 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.
2. 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.
3. 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.
4. If abuse / neglect is suspected, follow ECLC's Child Protection Policy.
5. Inform child's key teacher and the Team Leader, and file the form accordingly.
6. All other staff will be informed the injury has been noted and recorded.
7. Parents are to be encouraged to notify staff of any injury sustained at home.

### **Managing accidents**

- c. 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.
- d. 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).
- e. First aid will be administered as required.
- f. In the event of a notifiable injury, 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. Ministry of Education must also be informed [HS128 Notification to the Ministry of Education - Ministry of Education](#)
- g. Where there is a Notifiable injury that requires treatment more than first aid e.g. a trip to the GP / hospital, calling an ambulance – the Head Teacher must be immediately informed. More information about Notifiable Incidents can be found here: [HS128 Notification to the Ministry of Education - Ministry of Education](#)

## 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 written on the 'Please see kaiako' whiteboard 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 photo or copy of the completed *Accident and Illness* form can be requested by the parent to take home with the child.
- e. If the accident identifies a hazard, a note is made in the *Accident and Illness* book for future analysing and potentially adding to the risk register
- f. If the accident results in serious injury, teachers will report the accident to Head Teacher and [HS128 Notification to the Ministry of Education - Ministry of Education](#)
- g. All incidents / accidents involving staff will be recorded in Assura and monitored by Head Teacher

## 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 to the Manager.
- Record the hazard in the risk register if it cannot be eliminated.

## Examples of Notifiable injuries:

- requires resuscitation
  - leads to hospital admission for more than 24 hours
  - involves a broken bone or suspected fracture
  - causes dislocation of a major joint (for example, shoulder, knee, hip, or elbow)
  - results in loss of consciousness
  - triggers severe breathing difficulties, including asphyxia
  - penetrates the eye or causes a chemical or hot metal burn to the eye
  - involves a head injury, especially if the child loses consciousness or becomes disoriented
  - causes burns
  - leads to excessive or uncontrollable bleeding
  - leaves the child unresponsive or struggling to speak
  - causes convulsions, seizures, or fainting

Date of last review: May 2026

To be reviewed: May 2028