

### 3 PROCEDURE: CHILD INJURY / ACCIDENT

#### Aim

To have procedures in place to minimise the effects of injury and to ensure that the cause of any injury is assessed so that any hazards can be eliminated.

*ECC Regs 25 & 28 (5) (6)*

#### 3.1 Guidelines

- 3.1.1 At the time of enrolment parents provide the doctor and emergency contact details and any allergy conditions for their child. These details are maintained on a list in the allergy folders which are kept in each classroom and a copy is held in the Managing Teachers office. All permanent staff members are required to have read and signed the allergy handbook.
- 3.1.2 The nearest permanent teacher trained in first aid to the injured child should assess the injury and if necessary request another member of staff to call 111 or collect the classroom first aid kit.
- 3.1.3 A staff member known to the child is to administer first aid as necessary.
- 3.1.4 If required the child is to be taken by a member of staff (or preferably 2 members of staff if ratios allow) to their doctor or the nearest doctor if their doctor is unknown. Montessori Children's House Wanaka enrolment terms and conditions require parents to agree to their child receiving emergency treatment.  
***NB Ensure that staff ratios are maintained and that an early childhood qualified person remains on the premises at all times.***
- 3.1.5 A parent (or emergency contact if parent is unavailable) should be called as soon as possible and informed that their child is being taken to the doctors.
- 3.1.6 A serious incident report needs to be completed by the teacher who discovered the child and filed in the Managing Teachers office. Depending on the severity of the incident the accident is either reported immediately to the Board of Trustees or included within the next board report under Health and Safety.
- 3.1.7 The cause of the accident should be assessed as soon as possible and the necessary steps put into place to prevent the accident from occurring again.
- 3.1.7 If the accident is not of a serious nature it still needs to be recorded on the non-serious accident form and parents are informed and required to sign acknowledging the accident at the end of the day.
- 3.1.8 If the injury/accident involves blood, the following will apply:
- 3.1.9.1 The staff member administering first aid should wear gloves.
- 3.1.9.2 The material used to mop up the blood is to be disposed of.