

## **4 PROCEDURE: STAFF INJURY / ACCIDENT**

### **Aim**

Montessori children's House Wanaka o 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) (5)*

### **4.1 Guidelines**

- 4.1.1 The nearest permanent staff member should assess the extent of the injury and if necessary request another member of staff to call 111 and or the first aid kit. The nearest permanent member of staff should administer first aid if necessary. The Administrator or Managing Teacher should be notified to provide cover in the class room.
- 4.1.2 If the injury is serious, the emergency contact listed should be contacted and advised of the situation.
- 4.1.3 Teachers should settle the children if necessary and then arrange for cover if required.
- 4.1.4 A St John record of accident report needs to be completed by the injured member of staff as soon as possible.
- 4.1.5 In the event of a serious injury Worksafe New Zealand and the Board of Trustees should be contacted by the Managing Teacher as soon as possible.
- 4.1.6 The cause of the injury should be assessed and steps put in place to prevent the accident from occurring again.
- 4.1.7 Managing Teacher is required to report any incidents that have occurred in the monthly board report under Health and Safety.
- 4.1.8 If the injury/accident involves blood, the following will apply:
  - 4.1.7.1 The staff member administering first aid should wear gloves.
  - 4.1.7.2 The material used to mop up the blood is to be disposed of.