



Accident/Injury Register Policy

Rationale:

To record all accident, injuries, incidents and events, which occur within the Centre's premises or on excursions, follow procedures if notifiable and analyse all records to identify risks and prevent further harm.

Definitions:

Notifiable Event

The death of a person, a notifiable injury or illness, or a notifiable incident that arises at work.

Notifiable Injury or Illness

- If immediate treatment (other than first aid) is needed for the following:
 - Amputation of any part of his or her body
 - Serious head or eye injury, or a serious burn
 - Separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - A spinal injury
 - The loss of a bodily function
 - Serious lacerations
- Be admitted to a hospital for immediate treatment
- Have medical treatment within 48hour of exposure to a substance

Notifiable Incident

Unplanned or uncontrolled incident in the workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to a variety of hazards, including:

- An escape, spillage or leakage of a substance
- An implosion, explosion or fire
- An escape of gas, steam or a pressurized substance
- Electric shock
- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations.
- The collapse or partial collapse of a structure.

Procedure:

- 1.** The Centre has a system of forms (Accident/Injury Record) for recording accidents that occur to children, staff or other persons whilst they are at the Centre. The Accident Record will be available for use at all times.
- 2.** The Accident/Injury Record will have space to record the name of the child or person, the date and time of the accident, description of accident, both in terms of probable cause and effect on the child or person; who observed the accident; what actions were taken in terms of:
 - Comforting
 - Treatment
 - Seeking medical advice or treatment advice
 - Advising parents
 - Reducing the risk or reoccurrence (actions taken)
- 3.** All staff members have a duty to report to the Team Leader immediately (after they have ensured the child or person is not at risk of further harm and is comforted and properly treated), where they have reason to suspect any child or person has had any accident whilst at the Centre.
- 4.** The Team Leader or staff member witnessing the incident will ensure that the child or person is properly attended to and will investigate, where necessary, so that they can record (as soon as possible) on an accident/injury form the information specified in number 2.
- 5.** If in the opinion of the Team Leader, or staff member to whom this responsibility is delegated, the harm caused by the accident to the child are or were:
 - A.** MINOR, then they may decide to simply record the accident and advise the parent on the next occasion they see them, or
 - B.** VERY SIGNIFICANT, then they will contact the child's parents, if possible, or their other emergency contact, as soon as practicable, to advise them of the accident and if deemed appropriate, to ask for the child to be picked up or arrange for them to be taken to a medical treatment centre or professional.
 - C.** SERIOUS, then they will seek medical advice and or treatment, contact the child's parents, if possible or their other emergency contact, as soon as practicable, to advise them of the accident and if deemed appropriate to ask for the child to be picked up or arrange for them to be taken to a medical treatment centre or professional.
- 6.** Where the accident, incident or event results is defined as 'serious harm' in terms of the Health & Safety in Employment Act then WorkSafe and the Ministry of Education will be advised via phone or email as soon as practicable, but not later than 7 days after the accident.

7. Where the accident, incident or event is notifiable all staff must ensure that the site where the event occurred is not disturbed until authorised by an inspector. However, this should not prevent immediate action e.g. assisting person or minimising further risk.
8. Where the accident to a child was deemed to be very significant or serious, a copy of the Accident/Injury Record will be photocopied and given to the parent on the next occasion they are at the Centre.
9. If the accident involves the child/person hitting their head in any way, a copy of the incident form will go home with them.
10. The designated Health and Safety Coordinator for the Centre will be responsible for analysing all Accident/Injury Records at the end of each month to identify any patterns or hazards, which need recording on a Hazard Register Form. All Records will be kept for at least 5 years.

ALL ACCIDENTS MUST BE RECORDED

Contacts:

Emergency Service: 111

WorkSafe: 0800 030 040

www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm

Ministry of Education: (07) 571 7800

Statutory Source:

Health and Safety at Work Act 2015, and Handbook of Contractual Obligations and Undertakings in Early Childhood Services