

Version 3

Effective Date: 14 September 2023

Next Review: November 2025

Document Approver: Chief Executive

Document Owner: Facilities & Services Team Leader

Introduction | Tīmatanga Kōrero

- To ensure all children and adults receive prompt and appropriate treatment and comfort in the event of an accident or medical emergency.
- To ensure all employees understand and follow the administrative procedures related to accidents and medical emergencies involving children and adults.
- To ensure that all employees understand and carry out the necessary steps to manage a serious incident which may or may not result in a medical emergency eg a missing child or children.

Applies To | Ko Wai Whakahāngaitia

All Kindergarten Taranaki Staff

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Management of Illness Policy

Hazard Management Policy

Emergency Management Policy & Plan

Child Protection Policy

Max Panda – Creating a Work Order

Education (Early Childhood Services) Regulations 2008 Information on Display

References |

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education and Care Services 2008: HS12, 17, 27, 34

Display Document | Whakamātakitaki Pukapuka – No

Practice Statement | Whakaharatau Tauākī – Required - No

Policy Review Cycle | Kaupapa Arotake Hurihangā

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

Definitions | Tautuhī

Incident	Any emergency situation which may or may not involve the need for medical attention, but either has caused or has the potential to cause harm to humans. Used in this policy to include incidents (not requiring medical attention), accidents requiring urgent medical attention that
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may or may not turn out to be a notifiable event and emergency situations (refer Appendix 2).

Notifiable Event	Those situations listed in Appendix 2 of this policy. Taken from the WORKSAFE website.
Missing Children	Any child or group of children who have left the kindergarten property unattended by an adult or whilst on an excursion, their whereabouts is unknown at any given time. Missing children are covered under the Emergency Management Policy & individual Emergency Management Plans.
GOSH	Kindergarten Taranaki's computerised Hazard and Incident/Accident reporting system.

Policy

1. Kindergarten Taranaki is responsible for establishing and maintaining safe environments for children. The day to day responsibility associated with providing safe environments may be delegated to teaching staff.
2. Teachers are responsible for providing prompt and appropriate first aid treatment and comfort to children who are injured, distressed or unwell as the result of an accident or medical emergency and for informing parents and whānau as soon as possible of any injury or medical emergency that has occurred to their child while at kindergarten.
3. Kindergartens must hold authority from parents, guardians, whānau for teachers to act in the event of an accident or medical emergency and to seek medical treatment for the injured/affected child. Authorisation includes parental agreement to pay any costs occurred in the treatment of their child.
4. In the event of a serious accident or medical emergency as described in Appendix 2, where the condition of the child/adult or nature of the injury is of a serious or life-threatening nature, teachers will follow the process in Appendix 1.
5. Kindergarten Taranaki must be informed of all serious incidents, accidents or medical emergencies as soon as possible. Contact should be made with the Facilities and Services Team Leader (or in their absence the Chief Executive or in their absence the kindergartens Senior Teacher).
6. The Facilities and Services Team Leader via delegated authority will report notifiable accidents and injuries to the Ministry of Education and Worksafe or any other agency that should be notified, and shall do so as soon as practicable after the notification from the kindergarten.
7. Kindergartens must record all accidents/incidents involving children and adults in GOSH. The Accident Register in GOSH meets the requirements detailed in the Licensing Criteria for Early Childhood Education and Care Centres 2008.
8. Kindergartens must record all illnesses involving children and adults in GOSH using the Pain and discomfort form. Refer Management of Illness Policy.

Monitoring and Review of incidents/Accidents/Medical Emergencies

1. In week nine of each term all incidents/accidents/medical emergencies that have occurred during the previous period will be reviewed.
2. The purpose of the monitoring/review is to identify patterns of incidents/accidents/medical emergencies for the purposes of risk mitigation and improving practice.
3. Each kindergarten will discuss the results of the regular analysis in their team meetings to ensure that all teaching staff are aware of the potential for incidents to occur.
4. At the completion of the monitoring/review process teams will send a summary of the data and any risk mitigation/areas for improvement identified to the Facilities and Services Team Leader.
5. The Facilities and Services Team Leader will provide appropriate feedback if needed to support ongoing improvement of practice.
6. All hazards and maintenance issues identified in this process will be entered by the kindergarten team into the GOSH Hazard Register and Max Panda Work Orders created for the maintenance items.
7. Following the monitoring/review any areas identified for risk mitigation/improving practice will be implemented and review within three months.

Procedure

In the event of a serious incident, accident or medical emergency:

Teachers will immediately follow the Process for the Management of Incidents/Accidents/Medical Emergencies (Appendix 1).

Teachers will complete an Incident/Accident for ALL incidents, both minor and Serious or Notifiable. Parents must sign the form and receive either a hard copy at the time or emailed a copy if minor.

In the case of serious incidents, the initial contact with the parents/caregivers/whanau should include:

- What happened
- When it happened
- What actions the kindergarten has taken

For Serious & Notifiable Incidents & Accidents only, contact the Facilities & Services team Leader as soon as it is safe to do so. In emergency situation call once and if no response hang up immediately, then call again to indicate an emergency.

Throughout the event, take notes and a timeline, including any relevant details as these will be included in the investigation that will follow.

Take any further action as requested by the Facilities & Services Team Leader.

GOSH Records

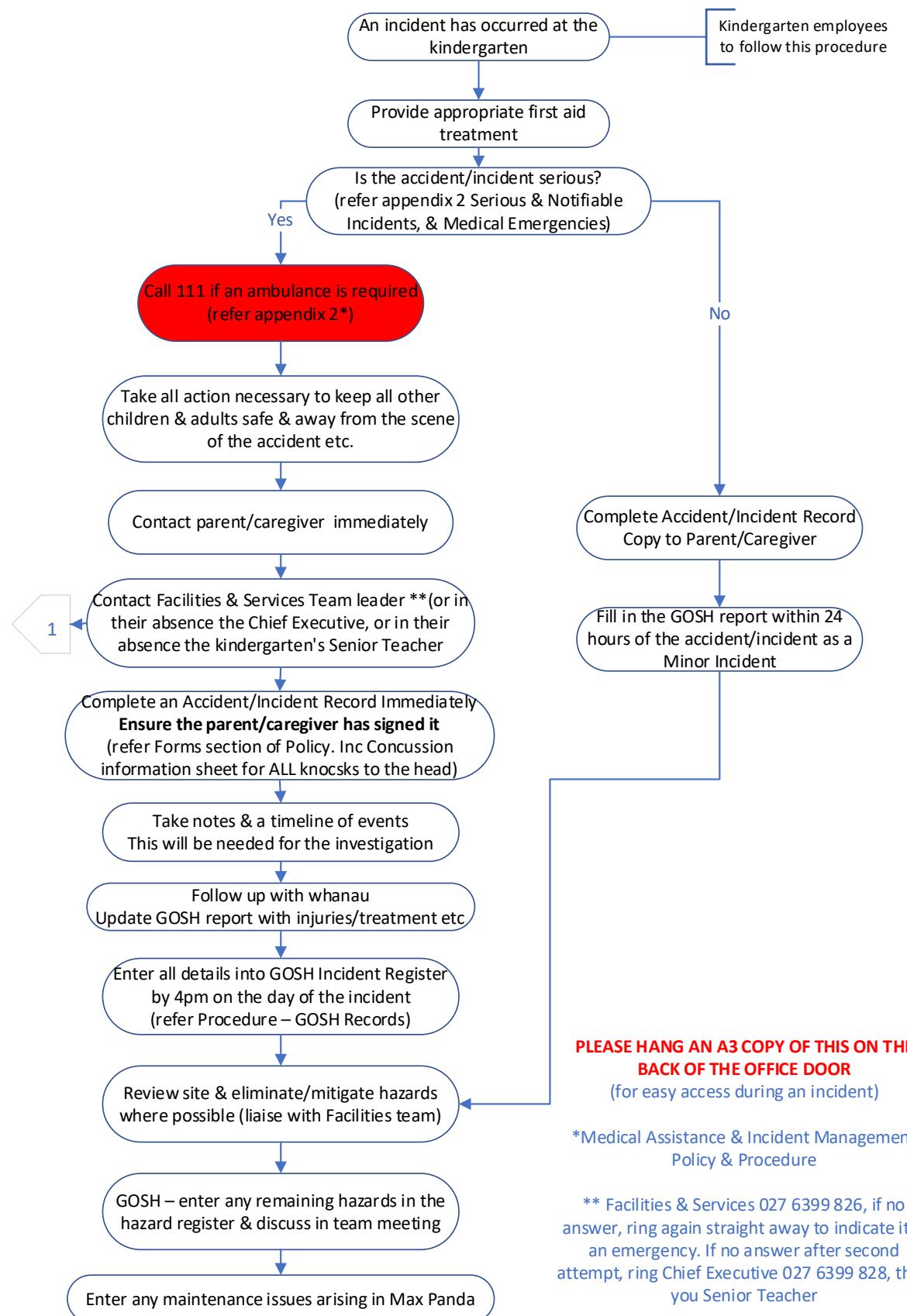
All incidents will be recorded in GOSH. Refer Appendix 3 for full details to be included in the GOSH report.

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Key Contacts

Kindergarten Taranaki	
Facilities & Services Team Leader	027 6399826
Chief Executive	027 6399828
Ministry of Education (ECE Senior Advisor)	06 67576434
Worksafe	www.worksafe.govt.nz 0800 030 040
Emergency Services – Ambulance, Police	111

Appendix 1 Procedure Flowchart

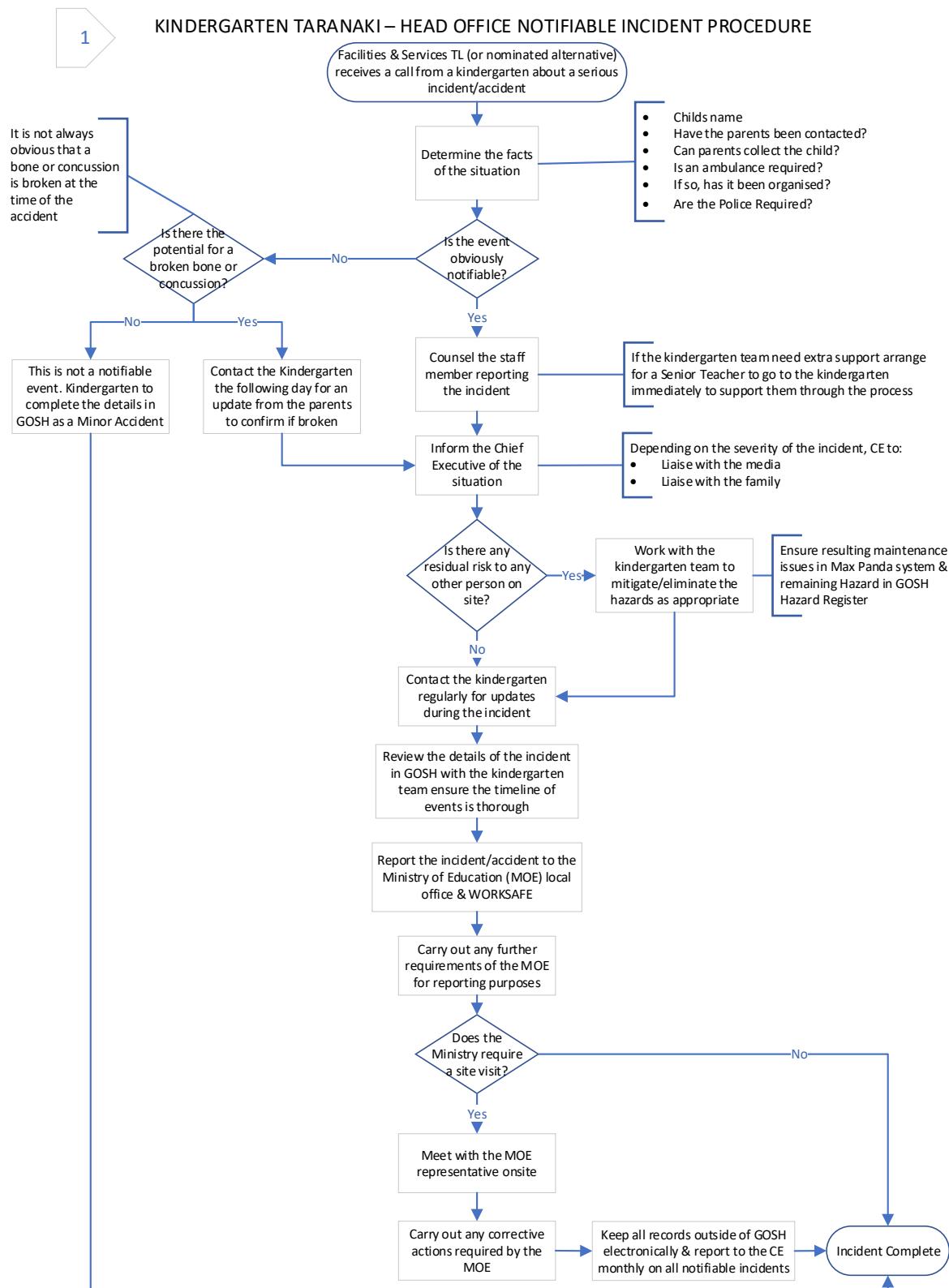


*Medical Assistance & Incident Management Policy & Procedure

** Facilities & Services 027 6399 826, if no answer, ring again straight away to indicate it is an emergency. If no answer after second attempt, ring Chief Executive 027 6399 828, then Senior Teacher

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/Kaupapa Here



Appendix 2 - Serious & Notifiable Incidents, & Medical Emergencies

INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
Death	From any cause, must be notified to the appropriate authorities and agencies		Phone 111 Phone Chief Executive & Facilities & Services TL Contact whanau Keep other children & adults safe & away from the area
Amputation of any part of the body	Amputation of: a limb (for example, an arm or leg) other parts of the body (for example, hand, foot, finger, toe, nose, ear).		Phone 111 Whanau Facilities & Services TL
Head injury NB: Head injuries may not be obvious immediately. Can take 24 hours to show signs	fractured skull a head injury that results in losing consciousness blood clot or bleeding in the brain damage to the skull that may affect organ or facial function	Vomiting Nose bleeds that do not stop Changes in usual behaviour eg confusion, memory loss Obvious substantial wounds, swelling Sleepiness	Where signs of head injury/concussion are obvious phone: 111 Whanau Facilities & Services TL Where not obvious or only mild symptoms:



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INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
	a head injury that results in temporary or permanent memory loss	Dizziness Dilated Pupils Balance problems Impaired speech	Phone whanau and strongly recommend they seek medical attention immediately and give Concussion Information Sheet
Bone fractures	Not all fractures are obvious, even to trained medical professionals. If in any doubt, strongly suggest that the parent seeks medical advice	Loss of movement in the affected limb/part Immediate swelling Exposed bone	Where obvious break where the child is immobilised call 111, then whanau & Facilities & Services TL Where it is not an obvious break or it later transpires to be a break inform the Facilities & Services TL
Eye injury	An injury that results in, or is likely to result in: the loss of an eye or vision (total or partial) injury caused by an object entering the eye (for example, metal fragment, wood chip) contact with any substance that could cause serious eye damage. Does not include: exposure to a substance or object that only causes discomfort to the eye.		Obvious & Serious Injuries Phone 111 immediately Otherwise phone whanau and strongly recommend they seek medical attention immediately. Inform Facilities & Services TL



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INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
Burn that requires immediate treatment (other than first aid)	<p>A burn that needs intensive or critical care such as a compression garment or skin graft.</p> <p>Does not include a burn treatable by washing the wound and applying a dressing</p>		<p>Phone: 111 Whanau Facilities & Services TL</p>
Skin separating from an underlying tissue that requires immediate treatment (other than first aid)	skin separating from underlying tissue where the tendons, bones, or muscles are exposed eg degloving or scalping.		<p>Phone: 111 Whanau Facilities & Services TL</p>
A spinal injury	<p>An injury to the cervical, thoracic, lumbar or sacral vertebrae, including discs and spinal cord.</p> <p>Does not include: back strain or bruising</p>		<p>Phone: 111 Whanau Facilities & Services TL</p>
Loss of a bodily function eg for example, through electric shock or acute reaction to a substance	<p>Loss of: consciousness (includes fainting due to a work-related cause for example, from exposure to a harmful substance or heat) speech</p>		<p>Phone: 111 Whanau Facilities & Services TL</p>



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INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
	<p>movement of a limb</p> <p>function of an internal organ</p> <p>senses (for example, smell, touch, taste, sight or hearing).</p> <p>Does not include:</p> <p>a sprains & strain or fracture that does not require admission to hospital (except for skull and spinal fractures).</p>		
Serious lacerations	<p>serious deep cuts that cause muscle, tendon, nerve or blood vessel damage, or permanent impairment</p> <p>tears to flesh or tissue – this may include stitching or other treatment to prevent loss of blood or bodily function and/or the wound getting infected.</p> <p>Does not include:</p> <p>superficial cuts treatable by cleaning the wound and applying a dressing</p> <p>minor tears to flesh or tissue</p>		<p>Phone: 111 Whanau Facilities & Services TL</p>
An injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance (a natural or	Burns from skin exposure or inhalation of toxic chemicals that require medical treatment.		<p>Phone: 111 Whanau Facilities & Services TL</p>



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INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
artificial substance in any form (for example, solid, liquid, gas or vapour)			
Contracting a serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor including any infection due to carrying out work: with micro-organisms that involves providing treatment or care to a person that involves contact with human blood or bodily substances that involves handling or contact with animals, their hides, skins, wool or hair, animal carcasses or waste products or that involves handling or contact with fish or marine mammals.	diseases caught from animals (for example, leptospirosis) or E. coli infections Legionnaire's Disease caught from working with soil, compost or potting mix.		Phone whanau and strongly recommend they seek medical attention immediately. Inform Facilities & Services TL



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INJURY*	EXAMPLES	SIGNS TO WATCH FOR	ACTIONS
Missing Child or Children	When a child leaves the kindergarten unsupervised and cannot be located. On an excursion, the whereabouts of a child or children is not known for any length of time.		Regular head counts should be taken throughout the day to determine if a child/children is missing.

In all events listed above the Facilities & Services Team Leader will follow the Kindergarten Taranaki Serious Injury Process

*Serious injuries as prescribed by WorkSafe NZ 833WKS-5-What events need to be notified QG

Appendix 3 – GOSH – REPORTING NOTIFIABLE/SERIOUS INCIDENTS/ACCIDENTS

Report Child Incident or Event fields in GOSH

FIELD	REQUIRED
Kindergarten	Name of the kindergarten where the incident happened
Kindergarten Email	Generic email address for the kindergarten
Head Teacher's work email	
Incident/event reported by	The person who took charge of the incident as it happened is the best person to complete the report. This is not necessarily the Head Teacher
Is this a Minor incident?	For all Serious or Notifiable incidents DO NOT tick yes.
Date and time of event	Take accurate note of the time of the incident or the time it started.
Primary Category: what was the nature of the incident?	This is a drop-down box. Select from the list the best description for the incident
Name of child involved	Include the full name of the child ie Santa Claus, not just their first name ie Santa
What happened?	<p>This field is used to record the timeline of events. This field can be added to after the record has been saved. This allows more details to be added in the appropriate order of events.</p> <p>Please use:</p> <p>Dates and time of the steps involved in the incident</p> <p>Use full names & in brackets their role ie teacher, parent etc</p> <p>Be thorough in describing the events</p> <p>Use language that is not ambiguous ie if you have recommended to the parent to seek immediate medical attention due to possible seriousness of the suspected injury, use "I strongly suggested" or similar.</p> <p>Include your efforts to monitor the child for signs of injury and especially concussion</p>
Where was the injury on the body?	Put the primary location of the injury first, then the type of injury eg Head – possible concussion
What activity was the child engaged in at the time?	Describe in detail what the child was doing and where at the time the incident happened.
First Aid included	Include all treatment/medications given to the child
Has the parent been contacted yet?	This field MUST be completed for all incidents

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Time the parent was contacted	This field MUST be completed for all incidents
Teacher signature	The teacher named at the top of the report is the signature required.
INVESTIGATION FIELDS	TO BE COMPLETED BY THE HEAD TEACHER
Name of person investigating	Head Teacher
Investigators email	Head Teacher's email
What Treatment was provided at the kindergarten	Select appropriate boxes
Is this a Notifiable Injury or illness?	Consult with the Facilities & Services Team Leader for the correct answer
Who administered first aid	Initial first aid given by whom, their job title and when
Was there a hazard involved	If the incident was not caused by a person's own actions, select yes
Report a hazard	DO NOT enter the hazard here as the drop down box is very messy. Please go in to the Hazard Management register in GOSH and complete a new hazard
Who was informed	<p>This is compulsory to complete. A parent or guardian MUST be informed for all incidents.</p> <p>NOTE: All incidents require an Incident/Accident Form to be completed, signed by the parent/guardian and a copy given to them at the time of pick up or emailed to them if they are rushing to get to hospital etc.</p>
Hospital inc A&E	Complete if they attend an A&E department at a hospital only. Note: White Cross Emergency and similar are not hospitals. Please put these details under Doctor/Medical
Doctor/Medical	Includes General Practitioners and White Cross Emergency and similar practices. If they are then referred to the hospital A&E complete both fields
Was the incident seen by an adult?	Tick appropriate box. Also add these details in the What happened field of the report
Declaration	Complete this section when the investigate by all parties is complete – Refer Facilities & Services TL before completing.
Has the child's parent/guardian been given a copy?	ALWAYS select yes as it is a requirement of this policy to complete an Incident/Accident form for all incidents and provide a signed copy to the parent/guardian.

Forms

1. Medical Assistance and Incident Form (which includes the Concussion Information Sheet).