



PELORUS COMMUNITY PRESCHOOL

Accidents to Children Policy

Education [Early Childhood Services] Regulations 2008 (and it's Amendments): Regulation 45 and 46

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion PF27, PF28, HS25, HS27

Rationale

It is essential that Pelorus Community Preschool has an appropriate policy to deal with accidents and emergencies to children at the Preschool and that the staff are trained to meet these challenges. It is important for parents to be confident that all practicable steps have been taken to ensure that should the unlikely event of an accident occur at the Preschool that their child will be attended to with the best possible care.

Pelorus Community Preschool must ensure that:

- The appropriate level of care will be administered to any child who has an accident or falls ill during their day at Preschool.
- An ambulance will be called if deemed necessary. If the child requires transportation in an ambulance their parent or caregiver will be contacted to travel with their child. If the parent or caregiver can not be contacted a member of the staff familiar to the child will accompany them.
- All accidents are recorded in the accident register and any bumps, accidents, illness or incident is reported to the parent or caregiver when they collect their child. Parent to initial accident register.
- The Preschool has appropriate first aid cabinets that are locked and well stocked. There will also be a first aid kit available for excursions and outside.

- Each permanent staff member holds a current first aid certificate and at least one qualified [first aid] staff member is in attendance at all times.
- There is a quiet area available should a child become ill during session and the child's parents/caregiver are unable to be contacted to collect the child.
- Documentation relating to accidents to children are stored with the child's enrolment form for the period of seven years.
- The PCP Board are informed immediately should a serious harm accident occur in the Preschool.
- The parents/whanau will be informed immediately should a serious accident or illness occur.

Licensing Criteria

- There is space (away from where food is stored, prepared, or eaten) where a sick child can:
 - be temporarily kept at a safe distance from other children (to prevent crossinfection);
 - lie down comfortably; and
 - be supervised (PF27).
- There are two first aid kits that:
 - comply with the requirements of Appendix 1; and
 - are easily recognisable and readily accessible to adults; and
 - are inaccessible to children (PF28).
- There is an adult present at all times while children are attending who either:
 - holds a current First Aid qualification meeting the training requirements outlined by the Department of Labour; or
 - is a registered medical practitioner or nurse with a current practising certificate; or
 - is a qualified ambulance officer or paramedic.
- If a child is injured, any required first aid is administered or supervised by an adult meeting these qualification requirements (HS25).
- All practicable steps are taken to get immediate medical assistance for a child who is badly hurt in an accident or becomes seriously ill, and to notify a parent or caregiver of what has happened (HS27).

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Review Date: November 2016

Policy In Action

If this Policy is being implemented effectively, then you should see the following happening in the Preschool:

- Staff First Aid certificates displayed on the wall.
- A written accident report sent home with your child explaining any serious accident or illness.
- Parent signature on register to acknowledge communication received.
- A first aid kit that is central but inaccessible to children.
- Staff being confident in treating child injuries and using appropriate resources.