

## Injury and Sickness Policy and Procedures

### Child Injury or Sickness Procedure

Illness and accidents generally fall into three categories.

Teachers will administer first aid treatment and/or assess the condition of any child or adult who requires attention, either as a result of an accident or general unwellness, and in consultation with other appropriate staff decide the most sensible course of action depending on the severity of the accident/illness.

Teachers should not hesitate to **phone Emergency Services on 111** or Healthline on 0800 611 116 if they at all feel that this could be appropriate or need this advice

1. Minor accidents and illnesses which teachers are able to manage in Preschool.
  - Teachers will assess and apply first aid if required. The parent or caregiver will be notified either at the time of illness or on pick-up at the teachers discretion. For example, to explain a sticking plaster or minor bruise.
  
2. Accidents and illnesses which teachers may be able to manage in Preschool but which may require the child to get taken home.
  - Teachers will assess and apply first aid if required. The parent or caregiver will be phoned to discuss the situation and determine what would be best considering the needs of the child, the parent and the Preschool. For example, a child who is teething and very upset may be better off going home, or may be managed in the Preschool.
  
3. Serious accidents and illnesses which teachers cannot manage in Preschool.
  - Medical help will be sought by calling 111. Parents or care givers will be contacted immediately.

Any incidents requiring first aid must be recorded in the Incidents Book, located in the Preschool office.

At all times teachers will maintain supervision of ALL children in the Preschool and teachers will direct preschool activities during any accident to ensure this occurs.

In all cases where external medical help is sought, the centre owner/licensee will be informed as soon as possible after the event, and the Department of Labour will be notified.

### **Staff Injury or Sickness Procedure**

- The process for Child Injury or Sickness will be followed.
- If a teacher needs to leave the Preschool, then a relief staff member will be organised as soon as possible if required.
- The incident will be managed by the teachers to ensure that the site is safe.
- Serious accidents must be reported to OSH by the Centre Manager.
- In all cases where external medical help is sought, or OSH is contacted the centre owner/licensee will be informed as soon as possible after the event.

### **Infectious Diseases**

The staff of the Preschool will endeavour to protect the children, parents, visitors and themselves from the spread of infectious diseases. The following steps below will be followed as appropriate according to Manager discretion and following the guidelines in Appendix 2 of the Licensing Criteria for Early Childhood Education and Care Centres 2008.

- If a child is identified as having an infectious disease, they will be separated from the other children and the parents or care givers will be called to pick up the child.
- All notification requirements will be followed as appropriate for the infectious disease involved. Notices may be placed in the Preschool and parents or caregivers of all children may be contacted.
- Local medical authorities will be notified (Ministry of Health) as appropriate for the infectious disease.
- Children who have been found to have an infectious disease will not be able to return to Preschool until the Manager is satisfied that the child is no longer infectious.
- Staff who have an infectious disease will be asked not to return to work until no longer infectious.

## **Immunisations**

- Pukeko Preschool will collect immunisation data of all children as part of the enrolment process

Parents and care givers are required to provide updated immunisation data for their child with each progressive batch of