

## **POLICY: ACCIDENT AND INCIDENT**

**This is a summary of the policy. For a copy of the full Policy, please see the centres Policy Folder.**

### **Purpose:**

To ensure the best interests of the child and their family are catered for in any accident, incident or sickness that occurs at the centre. It describes the internal and external reporting and recording requirements and procedures. It specifies who does the reporting, recording and investigating of accidents/incidents or sickness. It describes what forms must be completed and records to be kept.

### **Procedure:**

The centre has an "Accident" register for recording all accidents and incidents that occur to all people whilst at the centre.

### **Minor accidents or incidents:** (not requiring immediate medical attention)

- In the event of a minor accident or incident, the staff member is responsible for filling out an Accident Register.
- The "Accident" register will all be signed off by the parent, guardian, or whānau member on the accident register.

### **Major accidents or incidents:** (requiring immediate medical attention)

- In the case of a major accident occurring at the centre, a staff member will comfort and care for the child while the ambulance is called. A record of the accident will be kept recording all of the necessary information and a copy will be sent with the child.
- Parents or whānau members will be contacted immediately and told where the child has been taken or will be taken to.