



Little Feet Childcare Centre Limited

"we care for your child"

Child Injury Prevention Policy and Procedures – HS27

Rationale and policy considerations

Little Feet Childcare Centre is committed to the safety and wellbeing of all children, families and adults that attend or visit our service. It is our responsibility to prevent any accidents from happening and respond effectively to any accidents and emergencies that occur at our service.

The purpose of this policy is:

1. To reduce the potential for injuries
2. To help prevent accidents and injuries
3. To ensure that in the event of accidents, incidents or injury, the necessary actions will be taken to protect the safety, health and welfare of children, staff members and visitors.
4. To ensure that any accident, incidents or injuries are managed in a controlled and precise way and that the children's wellbeing is a priority
5. To ensure prompt, efficient, and appropriate treatment is available to all children.
6. To ensure correct procedures are followed in an event of injury/accident/incident.
7. To ensure the accidents, incidents and injuries are documented appropriately.
8. To provide parents/whanau with accurate information for them to make appropriate decisions.

Preventing Accidents, Incidents and Injuries

Safety is ensured and injuries prevented by:

- Adequate supervision will be in place so that the educators are able to observe each child, respond to individual needs and immediately intervene as necessary.
- Educators are required to communicate with one another and move between areas where needed as and when necessary.
- Regularly checking both indoor and outdoor play areas for any hazards and eliminating them as required.

- Arranging the environment (equipment and furniture) to prevent occurrence of any accidents/incidents/injury.
- Providing appropriate soft fall surfaces under climbing equipment.
- Staff will be taking all reasonable steps to eliminate, minimise or isolate potential dangers such as toys in traffic ways, liquid spills, sharp objects, broken toys etc.
- Small toys which can cause a child to choke on, should be kept out of reach from the children who are under the age of 3 years.
- All children should be supervised while in the play area at all times and staff must ensure that children use the slides in a correct and safe manner.
- Resources provided for children will be non-toxic e.g. paint, crayons.
- All doors to adult access areas i.e. kitchen, laundry, entrance-exit ways, staff room and resource rooms will be closed or locked at all times to ensure children do not have access to these areas.
- All chemicals will always be stored in marked containers and be kept out of the reach of children, including cleaning agents.
- Hot drinks will be consumed in staff only access areas and a covered cup will be used outside these areas.
- Children will remain seated while eating or drinking and will always be supervised by a staff member.
- Bottle feeding children who are not able to drink independently will be supported and held semi upright by a staff member while feeding.
- Children will not be allowed to climb gates, sit on tables, or jump off furniture and chairs.
- Ensuring that no cords are accessible to children, particularly cords on blinds and electric cords.
- Ensuring that bars in cots or stairs are no more than 6cm apart for round bars and 7.5cm apart for flat bars.
- Ensuring equipment, furniture and materials used by the children are age appropriate and is used in a safe manner.
- Children to be supervised when using the bathroom and any water spills to be wiped off immediately to prevent any falls.
- No child will be left unattended during water play.

Children are given opportunities to challenge themselves during play time. While injuries can happen during any type of play, the following are ways to help prevent injuries:

- Opportunities for children to release anger in acceptable ways are provided. Running outside, kicking balls, and other physical play allows children to let off steam. Outdoor play in general helps to keep children engaged and calm.
- Children are encouraged and supported to express feelings verbally.
- Centre will work in partnership with parents to overcome challenging behavior and encourage positive behavior in children. Support children with aggressive behavior by re-directing behavior to activities that interests the child.

Dealing with accidents/injuries

For Minor Injuries:

Children are often injured unintentionally during the normal course of a day. Many of these injuries, such as scrapes and bruises, are minor and only need simple First Aid. Other injuries may be serious and require medical attention beyond First Aid.

For Major Injuries:

Call Ambulance on 111 emergency number in the case of any of the following:

- You believe the injury is life threatening or there is a risk of permanent injury to the child/adult, for example -
 - Severe neck or head injury
 - Choking
 - Shock
 - Burns
 - Chemicals in the eyes, on the skin, or ingested in the mouth
 - Near-drowning.
- They are acting strangely, less responsive, or much more withdrawn than usual.
- They have difficulty breathing or are unable to speak and is lethargic.
- Their skin or lips look blue, purple or grayish or frothing form the mouth.
- They have rhythmic jerking of arms and legs and a loss of consciousness (seizure).
- They are unconscious.
- They become progressively less responsive.

- They have any of the following after a head injury: decrease in alertness, confusion, headache, vomiting, irritability or difficulty walking.
- They have increasing or severe pain anywhere.
- They have a cut or burn that is large, deep, to the head, chest or abdomen and/or won't stop bleeding.
- They have a suspected fracture.
- Severe or persistent vomiting.
- They are vomiting blood.
- Their stool contains blood.
- They have a stiff neck, severe headache, high pitch cry and fever.
- They are significantly dehydrated: sunken eyes, lethargic, no tears while crying, not urinating.

Any injuries/accidents from home, parents should inform teachers, and this will be recorded in the accident book with parents' signature.

If a child or adult is bitten by a child:

- First Aid must be administered.
- Where the bite causes bleeding, it is advisable that the child is taken to the GP as soon as possible.
- In the case of a child being bitten, the parents/guardians of both children are notified.

Responsibilities

The Centre Manager and the Centre Supervisor is responsible for ensuring that:

- Risk assessments are carried out and a safety statement is provided
- All staff members are aware of their responsibility to help prevent accidents and incidents
- All staff members know exactly what to do in the event of an accident, incident or injury.

The written procedures, *agreed by the owner/management committee*, are made accessible and each staff member must be made aware of their responsibility to follow the outlined procedure in the event of an accident/incident.

It is the responsibility of the Centre Manager and the Centre Supervisor to ensure that each staff member reads and understands the agreed written procedures.

It is the Centre Manager/Centre Supervisor's responsibility to:

- Ensure that an updated contact details for emergency services are displayed clearly in a readily accessible location close to an easily accessible telephone.
- Ensure that contact details for the local GP are always immediately accessible.
- Ensure that at least one member of staff on duty has completed a recognized First Aid course for children (First Aid Response- FAR).
- Ensure that a properly stocked First Aid kit is available in all the rooms (Under 2's and Over 2's) of the service. The First Aid kit must be accompanied by a list of essential contents.
- Assign a member of staff to restock the First Aid box after every use and to do a monthly check to ensure that the contents match the essential contents list and supplies are in date.
- Contact the emergency services on 111 in the event of a serious injury.
- Contact the parents/guardians as soon as possible.
- In the absence of the parent/guardian being available arrange for a qualified and registered staff member to accompany a child in an ambulance or to a GP if necessary.
- Arrange for relief staff, if required.
- A copy of the any accident, incident and injury form will also be given to the parents or guardian of the child.

Procedure in the Event of an Accident or Incident

1. Immediate First Aid is to be administered.
2. The person trained in First Aid for Children is to make an initial assessment of the injury to ascertain whether medical attention is required.
3. The child is to remain under continuous adult supervision and be comforted until the child recovers or the child's parents/guardians / nominated carer takes charge of the child.
4. In the case of a more serious accident, the child must not be moved and must be kept warm.
5. If an ambulance is needed the person administering First Aid must ask the manager, supervisor or a colleague to call for the ambulance.
6. The manager or person in charge will contact the child's parents/guardians or, if they can't be reached, their named emergency contact person will be advised of the incident.
7. The manager or person in charge will arrange for emergency relief cover so that one member of the staff team can accompany the child in the ambulance if necessary.

8. If the child has to go to the hospital before the parents/guardians arrive, a teacher or staff member known to the child must accompany the child and stay until a parent/guardian arrives.
9. The manager or person in charge will contact the parents/guardians of the other children to advise them of an emergency, and request they arrive to collect their children as soon as they can.
10. The manager or person in charge will ensure that the Accident/Incident Report is completed, shared with parents/guardians and signed appropriately.
11. If there is a serious injury or illness or incident involving a child while at our service, after notifying the specified agencies, Little Feet Childcare centre will also notify **Ministry of Education Auckland Office on 09 6329400** at the same time.

Information is to be shared with parents/guardians only in respect of their own child.

The accident will be investigated as soon as possible and all necessary corrective and preventative actions to eliminate the risk of recurrence will be taken immediately. Following the investigation, all information will be reviewed to determine if there is a need for a change in policy, procedure or practice.

All records and all supporting documents, and photographic evidence will be kept.

A staff member who witnessed the accident/incident/injury completes a report form on all accidents/incidents/injuries that occur in the service.

Follow up contact with the child's parents/guardians

Parents of the injured child will be given a courtesy call by the Centre next day following the accident/Incident/injury to ensure that the child is recovering well and if the parents need any help from the Centre.