



Accidents, First Aid and Medical Policy

Te Kaupapa Here mō te Hauata, te Haumarū Tangata, me te Hauora

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito : January 2026 | Hānuere 2026

Next Review | ā houanga arotake: January 2028 | Hānuere 2028

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

Ensure all children and adults receive prompt and appropriate treatment, while maintaining their comfort and dignity, in the event of an accident or medical emergency.

To ensure teachers, transport teams, visiting teachers and TONI educators understand and follow the administrative procedures related to accidents and medical emergencies involving children and adults.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki) teachers, transport teams, Etu Ao Home-based Services visiting teachers and TONI educators

General Principles | Mātāpono Whānui

1. Whānau Manaaki is responsible for establishing and maintaining safe environments for children and adults. Tasks associated with providing safe environments may be delegated to teachers.
2. Teaching teams, transport teams, visiting teachers and TONI educators must develop procedures for dealing with accidents and medical emergencies involving children and adults. Procedures must include appropriate and effective first aid and hygiene practices when attending to injuries.
3. Teachers, transport teams and TONI educators are responsible for providing prompt and appropriate First Aid treatment and comfort to children and adults who are injured, distressed or unwell as the result of an accident or medical emergency and for informing parents / guardians as soon as possible of any injury or medical emergency that has occurred to their child while at kindergarten.
4. All permanent teachers, transport team members, TONI educators, and long-term relieving teachers are required to hold a First Aid Certificate. It is the responsibility of each teacher to ensure that their First Aid Certificate is up to date.
5. Whānau Manaaki will provide First Aid Refresher Courses and will pay for teachers, transport team members and TONI Educators to maintain their First Aid Certificate. Where a teacher or TONI Educator allows their First Aid Certificate to expire, Whānau Manaaki will pay only the amount equal to the refresher course. The balance will be paid by the teacher or TONI Educator concerned.
6. Short-term relievers may enrol in a First Aid course and will be invoiced for the cost of the course. Priority for places on a course will be given to permanent teachers.



7. Each kindergarten, transport team and TONI Educator must have a First Aid Kit that at all times meets the requirements set out in Appendix 1 of this policy. First Aid Kits must be situated in places that are easily accessible to adults but inaccessible to children.
8. Each kindergarten, Van and Etu Ao Home-Based service must have a system in place for ensuring the contents of First Aid Kits are replenished regularly and contain no expired items, and no adult or child medication (other than Category 1 medication used for first aid treatment with parent/guardian permission).
9. No child or adult will be denied First Aid. Should more than First Aid treatment be deemed necessary teachers, transport team and TONI Educators will seek appropriate medical support e.g., call for an ambulance.
10. In dealing with any injury, the person will protect themselves as if the injured person has a blood-borne virus (such HIV/AIDS), set out in Appendix 2.
11. Kindergartens and Etu Ao Home-Based services must hold authority from parents or guardians (on the child's signed enrolment form), for teachers, transport team and TONI Educators to act in the event of an accident or medical emergency and to seek medical treatment for the injured/affected child. Authorisation includes parental or guardian agreement to pay any costs occurred in the treatment of their child.
12. In the event of a serious accident or medical emergency where the condition of the child or nature of the injury is of concern, teachers, TONI Educators or a transport team will phone for an ambulance as soon as possible. The child's parent or guardian must be informed as soon as possible. Whānau Manaaki Senior Management must also be informed as soon as possible. Whānau Manaaki Senior Management will notify relevant external agencies as required.
13. Kindergartens must record all accidents involving children and adults using GOSH. TONI Educators and transport teams must record all accidents in their ECE accident/Illness Register. The Accident Register must meet the requirements detailed in the Licensing Criteria for Early Childhood Education and Care Centres 2008.
14. Kindergartens and Etu Ao home-based services must keep a record of illness's involving children (and involving adults as relevant – refer to WMK Management of Illness Policy). The Illness Register must meet the requirements detailed in the Licensing Criteria for Early Childhood Education and Care Centres 2008.
15. Each kindergarten and Etu Ao Home-Based service will carry out regular reviews and analysis of child/adult accidents and illnesses. These reviews will be carried out during 'week nine' of each term, to inform improvements and address identified hazards.

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

16. Every kindergarten, transport team and Etu Ao Home-Based will develop their own procedures that detail how they will:
 - Manage accidents and medical emergencies involving children.
 - Procedures must include appropriate and effective first aid and hygiene practices when attending to injuries and be consistent with the Health New Zealand | Te Whatu Ora. July 2025 (Appendix 2).
 - Procedures must be displayed in the kindergarten and shared with relieving teachers, parent helpers and volunteers, support staff, students and new teachers.





- Manage the upkeep of First Aid kits so they consistently meet the requirements of Appendix 1.
- Manage accidents and medical emergencies following the Injury and Incident Process Flowchart. Whānau Manaaki Senior Management are responsible for notifying any external agencies about accidents and medical emergencies.
- Refer to the Cleaning and Hygiene Policy and Procedures- in development

Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Education and Care Centres 2008 (Ministry of Education)
- Licensing Criteria for Home-Based ECE Services 2008 (Ministry of Education)
- Nga Kupu Oranga: A Health and Safety Resource for Early Childhood Services – Ministry of Health 1998
- First Aid regulations for Hepatitis B, HIV/Aids and other Blood-Borne Viruses Health New Zealand | Te Whatu Ora. July 2025 (Appendix 2)

Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





Appendix 1

First Aid Kit specifically designed for use with Children:

- Disposable gloves
- sterile saline solution (or some other means of cleansing wounds)
- safety pins, bandage clips or tape (or some other means of holding dressings in place)
- sterile wound dressings, including sticking plasters
- rolls of stretchable bandage
- triangular bandage (or some other means of immobilising an upper limb injury)
- scissors
- tweezers
- cold pack
- first aid manual
- National Poisons Centre phone number – 0800 POISON or [0800 764 766](tel:0800764766)
- Healthline phone number – [0800 611 116](tel:0800611116).

The first aid kit may also contain any category (i) medicines the kindergarten, transport team or Eru Ao Homebased service chooses to use, providing the appropriate written authority has been gained from parents (see criterion HS28).

Appendix 2

First Aid regulations for Hepatitis B, HIV/Aids and other Blood-Borne Viruses:

Use these precautions for every person:

1. Wash your hands before and after treating cuts and abrasions.
2. Cover **all** cuts on your hands with waterproof dressings before treating.
3. Avoid skin contact with blood and body fluids.
4. Use disposable gloves if skin contact with blood or body fluid is likely. Use paper towels to clean up blood or body fluids.
5. Soiled surfaces must be disinfected with household bleach. Use one part bleach to ten parts water. Ideally, bleach should be in contact with the surface for half an hour.
6. Place contaminated material, including gloves, in a plastic bag for safe disposal.

Health New Zealand | Te Whatu Ora. July 2025.





Injury and Incident Flowchart

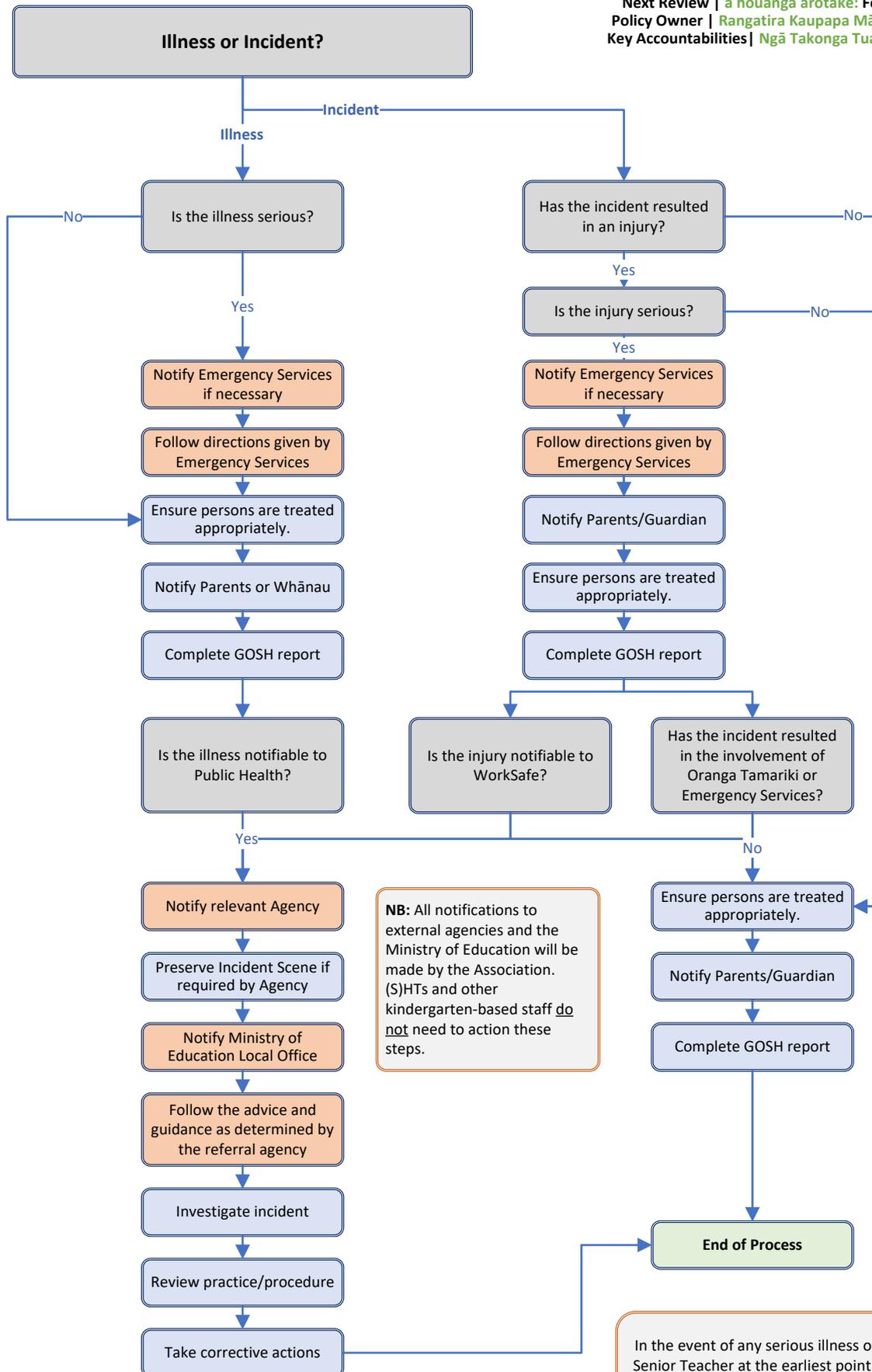
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NB: All notifications to external agencies and the Ministry of Education will be made by the Association. (S)HTs and other kindergarten-based staff do not need to action these steps.

In the event of any serious illness or injury please contact your Senior Teacher at the earliest point. They will support you with this process and in liaison with referral partners