



Accidents, First Aid and Medical Policy

Version 1 | [Mahi Tuatahi](#)

Effective Date | [Whakamana tahito](#): May 2023 | [Haratua 2023](#)

Next Review | [ā houanga arotake](#): May 2025 | [Haratua 2025](#)

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 receive prompt and appropriate treatment and comfort in the event of an accident or medical emergency and to ensure teachers understand and follow the administrative procedures related to accidents and medical emergencies involving children.

Applies To | [Ko Wai Whakahāngaitia](#)

This policy applies to all He Whānau Manaaki o Tararua Free Kindergarten Association teachers and TONI educators.

General Principles | [Mātāpono Whānui](#)

1. Whānau Manaaki Kindergartens (WMK) is responsible for establishing and maintaining safe environments for children. Tasks associated with providing safe environments may be delegated to teachers.
2. Teaching teams and TONI educators must develop procedures for dealing with accidents and medical emergencies involving children. Procedures must include appropriate and effective first aid and hygiene practices when attending to injuries.
3. Teachers and TONI educators are responsible for providing prompt and appropriate First Aid treatment and comfort to children who are injured, distressed or unwell as the result of an accident or medical emergency and for informing parents as soon as possible of any injury or medical emergency that has occurred to their child while at kindergarten.
4. All permanent teachers, 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. WMK will provide First Aid Refresher Courses and will pay for teachers and TONI Educators to maintain their First Aid Certificate. Where a teacher or TONI Educator allows their First Aid Certificate to expire, WMK 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 and TONI Educator must have a First Aid Kit that at all times meets the requirements set out in Appendix 1 of the Licensing Criteria for Early Childhood Education and Care Centres 2008. First Aid Kits must be situated in places that are easily accessible to adults but inaccessible to children. A list of the contents for a First Aid Kit for children is attached to this policy.
8. Each kindergarten 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 or adult or child medication.
9. No child or adult will be denied First Aid. Should more than First Aid treatment be deemed necessary teachers 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 must hold authority from parents or guardians for teachers 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 or TONI Educators will phone for an ambulance as soon as possible. The child's parent or guardian must be informed as soon as possible. WMK Senior Management must also be informed as soon as possible.
13. Kindergartens must record all accidents involving children using GOSH. TONI Educators 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 must keep a record of illness's involving children. 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 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 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 Ministry of Health First Aid guidelines (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 Licensing Criteria (Appendix 1).
- Manage accidents and medical emergencies following the Injury and Incident Process Flowchart.

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 (Ministry of Education)
- Nga Kupu Oranga: A Health and Safety Resource for Early Childhood Services – Ministry of Health

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
- Thermometer
- Band-aids/small Elastoplast dressings
- Safety pins
- Rolls of stretchable bandage
- Cold pack
- Note pad, pen, pencil
- A First Aid Manual
- National Poisons Centre phone number – 0800 POISON or 0800 764 766
- Small plastic or metal splints
- Scissors
- Tweezers
- Bandage tape
- Sterile gauze pads
- Eye dressing
- Triangular bandage
- Insect sting preparation
- Individual saline solution

Appendix 2

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

Use these precautions for every person:

1. Wash own hands before and after treating cuts and abrasions.
2. Cover all cuts on own 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 surface for half an hour.
6. Place contaminated material, including gloves, in a plastic bag for safe disposal.

Ministry of Health Manatū Hauora, 2000



Injury and Incident Flowchart

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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



