# Policy No. OP8

# Policy Name: Child Protection Policy

# Procedures for: Mild, Serious and/or Notifiable Injury

# Date adopted: 5 March 2018

Purpose

To ensure proper procedures are followed in the event of a notifiable injury or illness.

Definitions

* Mild Injury:
  + cuts, scrapes, bumps
* Moderate Injury:
  + unwell
  + vomiting and/or diarrhoea
  + bleeding knee
  + bang
* Serious Injury:
  + break
  + gash
  + severe hit to the head
* Notifiable Injury:
  + amputation of any part of his or her body
  + serious head or eye injury, or a serious burn
  + separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
  + a spinal injury
  + the loss of a bodily function
  + serious lacerations anything requiring admission to hospital
  + medical treatment within 48 hours of being exposed to a substance

Procedures

Mild Injury

* Use duty bag or classroom first aid kit
* Do not send the child to the office

Moderate Injury:

* Send student to Sick Bay for medical attention and dressing of any wounds
* Parents to be notified of all head knocks
* Where vomiting and/or diarrhoea send student call caregiver and send student home. Should be at home for 48 hours following last episode of vomiting and/or diarrhoea

Serious Injury:

* Stay calm and move students away from any blood, body parts or other bodily fluids and then scene of accident
* If the child is unable to move do not attempt to move them
* Send a runner to the office to notify them of a serious injury or phone the office to notify them of the serious injury
* Office is to ensure a trained First Aid person attends
* Contact the parent/guardian and notify them of the accident
* Call an ambulance or take child to accident and emergency room (use judgement of trained First Aid person and/or Principal)

Notifiable Injury:

1. Preserve incident site
2. Notify WorkSafe online
3. WorkSafe will advise of next steps, which could involve investigating the event and may require the scene to continue to be preserved
4. School investigates incident
5. WorkSafe provides findings of investigation
6. School implements WorkSafe recommendations
7. Inform workers

Medications:

* A folder of the children with on-going health problems will be kept in the office. The office staff will update this. In extreme medical cases (usually demanding an immediate response) a photo of the child will be placed on the office wall.
* All medication and instructions for use, will be kept and administered by the office staff. A medication logbook will be dated and signed each time medication is administered. All medicine should be clearly named.
* All prescribed medicine should be stored in the office, including if it requires refrigeration.
* Parents will be contacted when previously authorised ‘rapid response’ medication (e.g. adrenaline injection) is administered.

Contacts

Notify WorkSafe in the event of a fatality on NZ 0800 030 040

Key Resources

https://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/injury-and-illness-management/

Key relevant documents

Ministry of Education website [education.govt.nz](http://www.education.govt.nz/)

https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Tool-17-Injury-or-Incident-Procedure.pdf