

Incident of a Serious Nature – Procedure PO180-4

1. STATEMENT

Ōtātara Children's Centre is committed to ensuring adequate measures are taken to prevent accidental injury or death of anyone in the centre or on a centre excursion.

2. SUPPORTING DOCUMENTS

The Licensing Criteria for Early Childhood Education and Care Services, 2008

3. PROCEDURE

Prevention

All necessary steps are taken to ensure that the health and safety of children, whānau, staff and guests attending Ōtātara Children's Centre, is protected.

- Equipment must meet all safety standards set out by the Ministry of Education and the NZ Standards Council.
- Daily safety checks are undertaken and documented.
- Regular equipment checks and maintenance is carried out as necessary.
- All identified hazards are reported and steps are taken to mitigate or remove the hazard.
- Regular checks of sleeping children are undertaken and documented.
- Information regarding children with allergies and on-going illnesses and how to respond to them is sought from families, regularly updated and made readily available to all staff.

4. EMERGENCY SITUATION PROCEDURE

In the event that a child has

- a) Stopped breathing, or
- b) Had a serious incident that appears to be life threatening or caused a significant injury

The following steps will be taken;

1. Staff member in immediate vicinity will call "EMERGENCY!" to alert rostered partner and other staff to the emergency.
2. The nearest staff member will then undertake the responsibilities of "No.2" (outlined below).
3. The staff member in attendance to the injured child will begin immediate resuscitation (if required) or assess the injury and apply first aid. This staff member may delegate the responsibility.

Responsibilities of No.2 Person

Organise and/or delegate:

1. Dial 111 for emergency services- follow prompter below
2. Contact the EIT emergency switchboard;
 - If you are calling from an internal line, Dial 777 (to alert the main office that emergency services will be arriving, and someone will be needed to direct them. They will also contact the Incident Control Team).
 - If you are calling from an external line (cellphone) dial 06 974 8000, extn 777.
3. Relay situation to emergency services.
4. Re-group children away from area, make area safe.
5. Support staff member carrying out resuscitation or first aid.
6. Contact Parents- follow prompter below.
7. Meeting services and parents on arrival.
8. Pass on any critical information, e.g. regarding medication that has been administered and any allergies the child has.

EMERGENCY PHONE PROMPTER	
TO PARENT:	TO EMERGENCY SERVICES:
"Your child has had an accident/has become ill/has had an allergic reaction/etc Emergency services are here/on their way. (Name of teacher) will stay with him/her. Can you meet us at... Please drive safely."	DIAL: 111 to contact Emergency Services and say, "A child has suffered a serious incident" ADDRESS: Otatara Children's Centre E.I.T. 501 Gloucester Street Taradale * in main entrance - turn right at the round-about and drive to the end of the car park Nearest intersection: Highway 50 and Links Road DIAL: 77 77 to alert EIT office- they will meet and direct emergency vehicles

5. INCIDENT/ACCIDENT REPORTING

Incident/Accident of a serious nature is defined as any accident requiring medical attention beyond basic first aid i.e. burns, stitches, bone fractures.

For all Notifiable Events (serious harm), lost time injuries (LTI), or medical treatment injuries, please follow the following steps;

1. A serious incident/accident report will be written by teachers involved in consultation with senior centre staff. This report is to include any information shared with the centre regarding any later impact that occurs as a result of the incident.
2. Complete an EIT incident form through Me@EIT and attach the above serious incident report. This will alert the EIT Health and Safety and Wellbeing Advisor to the situation, who may also be contacted for immediate assistance if required.
3. Centre Manager will contact the Ministry of Education (MOE) and notify them of the incident. MOE PH: 833 6730.
4. During the week following the incident, the team, led by the Centre Manager and the EIT Health and Safety and Wellbeing Advisor will review and improve processes related to the incident with a view to eliminate any hazard associated with the incident.

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Please refer to the electronic source (QMS) for the latest version.

5. At an appropriate time, the parent will counter sign the incident/accident report.

Incidents of a non-serious nature

For all first aid, and near-miss incidents, please follow the following steps;

1. Complete an incident form in the OCC incident booklet
2. The parent will counter sign this report when they arrive to pick up the child.

All permanent centre staff hold current First Aid Certificates.

EIT's incident reporting policies apply to incidents involving staff.

Document information – Office use only	
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