

|   |   |
|---|---|
| <b>Policy title</b>                           | <b>Kids/Youth Accident, Sickness, Medication Procedures</b>   |
| <b>Policy area</b>                            | Kids/Youth Programmes / Health and Safety   |
| <b>Policy available for Students – yes/no</b> | YES   |
| <b>Policy detail</b>                          | <p><b>The Learning Connexion has procedures which deal with any accidents involving children. They are as follows:</b></p> <ul style="list-style-type: none"> <li>• All permanent and long-term relieving tutors will have a current first aid certificate, which must be checked and kept on record at employment</li> <li>• Tutors and staff with current first aid certificates will need to be available to administer first aid during kids programme delivery</li> <li>• The Kids Art Class and Holiday Programme studio has a first aid kit situated in the storage cupboard, which will be available in the classroom for every lesson. This will be kept well-stocked and checked regularly. Accidents will be dealt with by the tutor who witnessed the accident, where possible. If not possible, details of the accident will be passed on to an available first aid trained representative and first aid will be administered</li> <li>• Emergency services are to be rung immediately in the event of a serious injury - <b>dial 111</b>. If staff are unsure if the student requires hospital treatment, they can ring the NZ Health Line to speak with a trained nurse: <b>0800 611 116</b></li> <li>• Details of an accident, including date/time of injury and treatment given, will be recorded on an accident/incident form. This form must be signed by a parent or caregiver before it is filed. A copy of this will be available to the parent/caregiver if desired</li> <li>• If the accident is deemed serious the parent or caregiver of the child will be contacted. If staff are unable to get in contact with the main caregiver, the child’s emergency contacts will be phoned</li> <li>• Where the accident is deemed serious and may require further treatment, an indepth injury and accident form will be completed, with a copy to parents and the Kids Art Programme Coordinator. These forms are to be filled out in the accident, injury, near-miss report book located with the first aid kit. Copies of these forms will be passed on to TLC’s Health &amp; Safety Team for review</li> <li>• In an emergency, where a tutor needs to leave TLC campus in an ambulance, they can request to be accompanied by another adult. A relief staff member will be sought to supervise children in the classroom to maintain an appropriate supervision ratio</li> <li>• If more than one child is injured at a time, or during an outdoor activity, extra staff may be called upon to assist with first aid and supervision</li> </ul> |

**The Learning Connexion has procedures to deal with unwell children. They are as follows:**

- A rest area will be available for children who are unwell. This area will be within close proximity to the teaching space so that tutors are able to keep a close eye on unwell children
- If a child is physically sick, staff will encourage the child to lay down. A 'sick bucket' and water may be provided
- If the child is still feeling sick after 20 minutes, or seems seriously ill the child's caregiver will be notified and asked to collect the sick child
- If the sickness is deemed serious, or if staff are unsure if the child requires hospital treatment, staff can ring the NZ Health Line to speak with a trained nurse: **0800 611 116**
- If the child is unresponsive, or needs hospital care, staff are to call **111** immediately

**The Learning Connexion has procedures to administer medication to children. They are as follows:**

- [A medication consent form](#) must be filled out by parents and given to staff before, or upon, arrival at the class
- Allergy and medical information is provided during enrolment and recorded so that this is easily accessible to staff. Parents should let staff know of any medications children have with them
- Staff must not administer any medication to children, including painkillers, unless a medication consent form has been filled out detailing the name of the medicine, amount, frequency and the patient's name. Trained staff may administer life saving medication in the event of an emergency
- A defibrillator is located in the Taylor Building foyer. It should only be administered in the event that it is required during an emergency. It is best to seek medical advice before use if there is time to do so

**The Learning Connexion holds information relating to Worksafe New Zealand requirements for notifiable injuries, illness or incidents.**

- Information relating to Worksafe NZ requirements for notifiable injuries, illness or incidents is kept in programme drive folders, with health and safety information, and a hard copy of these will be available to staff
- Staff will work with the TLC Health & Safety and Management teams and follow Worksafe NZ practices when dealing with notifiable injuries, illness or incidents
- Current information about Worksafe NZ requirements for notifiable injuries, illness or incidents can also be found on their website <https://www.worksafe.govt.nz/notifications>

|                           |   |
|---------------------------|---|
|                           | <p><b>The Learning Connexion obtains consent to transport children in the event of an emergency.</b></p> <ul style="list-style-type: none"><li>• Consent to transport children in the event of an emergency is obtained during the enrolment process</li><li>• In the event of a serious injury, illness or incident where emergency medical assistance is required, staff will <b>call 111 immediately</b> to request an ambulance. The child’s parent or caregiver will also be contacted. If staff are unable to get in contact with the main caregiver, the child’s emergency contacts will be phoned</li><li>• If needed, and in the unlikely event that an ambulance is unavailable, and caregivers cannot be reached, the child may be transported to hospital by staff in accordance with the consent provided at enrolment</li></ul> |
| <b>Related Procedures</b> |   |
| <b>Date Created</b>       | March 2017  |
| <b>Review Dates</b>       | June 2020, August 2021, Jan 2023, Jan 2024  |
| <b>Next review date</b>   | Jan 2025  |
| <b>Links</b>              |   |