



**Education (Early Childhood Services) Regulations 2008. Regs 46(a), 46 (b), 57**

**Health and Safety at Work Act, 2015**

**Licensing Criteria for Centre-Based Education and Care Services 2008 (as amended May 2016):**

**HS26** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed onto children and likely to have a detrimental effect on them.

Specifically:

- the action specified in [Appendix 2](#) is taken for any person (adult or child) suffering from particular infectious diseases; and
- children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

**HS27** All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

**HS34:** Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

[illegible]

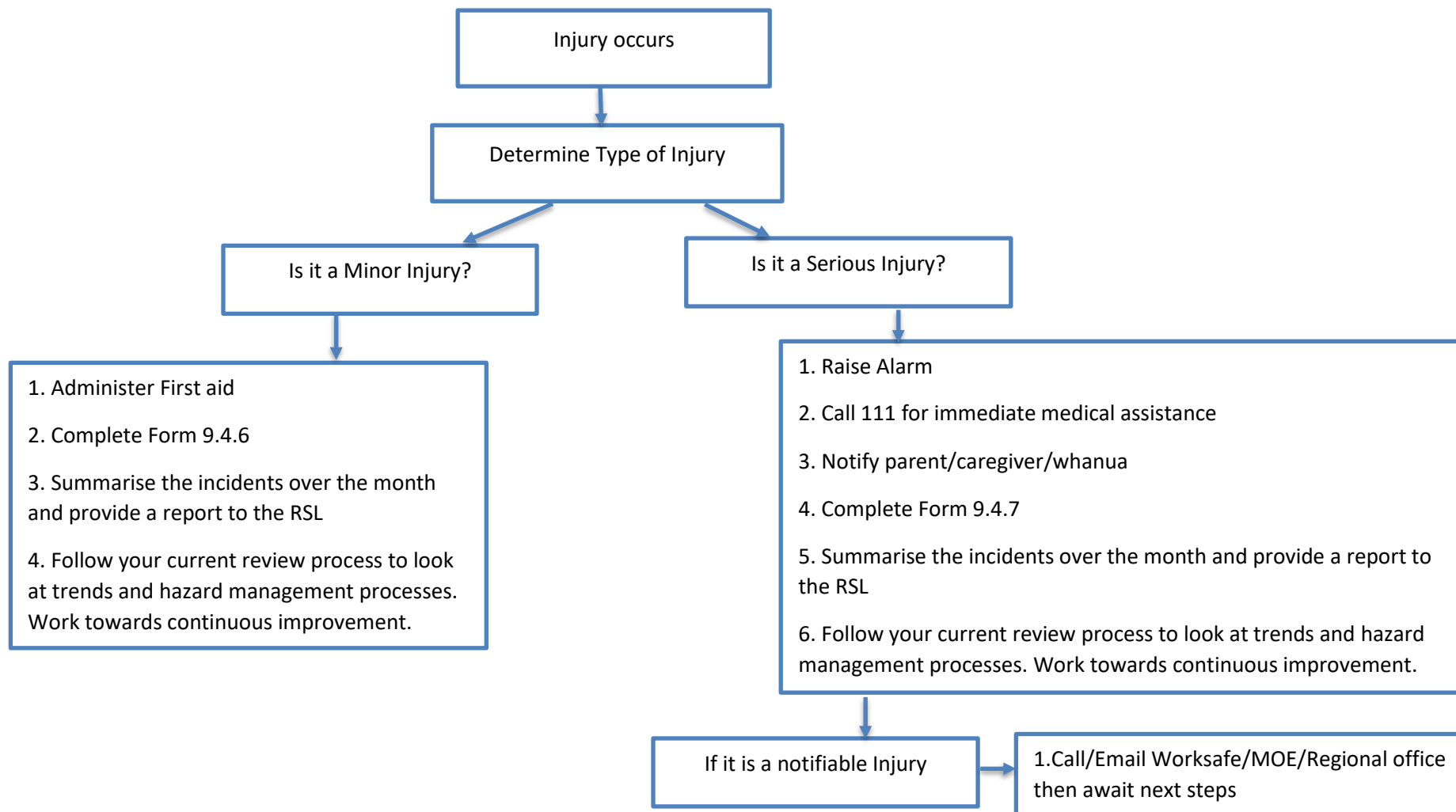
# Playcentre

#### 9.4.1 Injury, Illness, Incident or Near Miss Procedure

Reviewed and Updated: Jun 2023

Revision: 4 Next Review: Jun 2024

# Playcentre Aotearoa's Injury, Illness, Incident or Near Miss Procedure



# Playcentre Aotearoa's Injury, Illness, Incident or Near Miss Procedure



| Item | Procedure   | Who                         |
|------|---|-----------------------------|
| 2.0  | Illness   |                             |
| 2.1  | From time to time a disease or illness (such as measles, or influenza) may start spreading through a community and/or the country. In these cases additional precautions may need to be taken at early childhood centres such as Playcentres.   | Person Responsible          |
| 2.2  | Initial precautions would be to be extra-vigilant with standard health and safety practices such as ensuring regular hand washing, cleaning of toys that have been mouthed by babies and not sharing cups/drink bottles.  | All members                 |
| 2.3  | Information related to a particular outbreak, epidemic or pandemic will be shared by the Ministry of Health, Ministry of Education and Regional/National Playcentre personnel will ensure this is shared with Centres.  | Regional and National staff |
| 2.4  | Centres should<br>a) Inform Centre members and any employees or additional volunteers that the illness is in the community<br>b) If the disease is one for which there is an immunisation:<br>i) Check to ensure the immunisation register is up-to-date for all current children. You cannot require tamariki or adults to be immunised or to advise of their immunisation status but you can request the information.<br>ii) Ask Centre members to make sure they and their tamariki are fully immunised. | Person Responsible          |
| 2.5  | If Centre members become ill during an outbreak<br>a) If a child or adult becomes unwell with the possible disease whilst at centre, follow the <b>Sick Child Isolation Procedure</b> and keep them separated from other tamariki to minimise the chance of the illness spreading.  | Person Responsible          |



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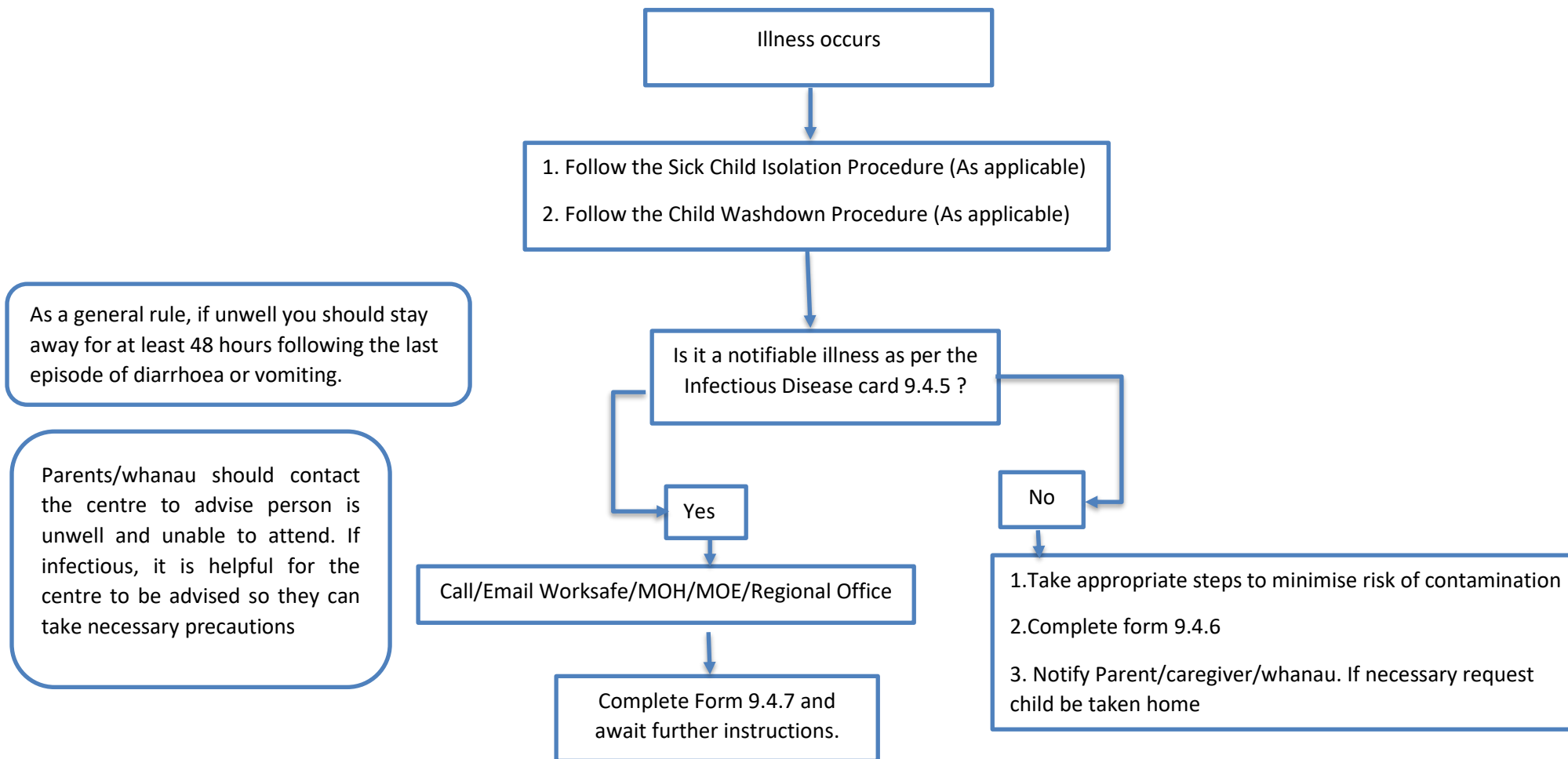
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|     |   |                         |
|-----|---|-------------------------|
|     | <p>b) Members who contract the disease or have had close contact with someone who is infected, should stay away from the centre for the incubation period and contagious period of the disease. In an epidemic the Public Health service will help you establish any quarantine periods.</p> <p>c) Members who have the illness, or who are placed into quarantine due to having been in contact with someone who is ill, do not need to advise you of this fact, although many will.</p> <p>d) If it is an illness for which there is a vaccination, members who come into contact with the illness, but who are immunised against it do not need to stay away from the centre unless advised otherwise by the Public Health service.</p>  |                         |
| 2.6 | <p>Notification</p> <p>a) If someone becomes ill whilst at the centre, and the illness is notifiable, you will need to contact your Regional office, who will contact the appropriate agency - generally this will be the Public Health service, <u>and</u> the Ministry of Education as soon as possible.</p> <p>b) Where a member of your centre is diagnosed with a disease, and the Public Health service is notified- if there is a risk to your centre members the Public Health Service will be in touch with your centre, and will advise on the next steps.</p> <p>c) If you are advised that a member of your centre has received a diagnosis, you should inform vulnerable individuals, such as unimmunised members, that there has been a case in the centre, but you should not specify who has the illness.</p> | Person Responsible      |
| 2.7 | Tamariki who become unwell while attending the Playcentre is kept at a safe distance from other tamariki (to minimise the spread of infection) and is then returned to the parent/caregiver/whanua.   | All                     |
| 2.8 | Form 9.4.6 must be retained for 2 years and Form 9.4.7 (including notifiable illness) must be retained for 5 years.   | Health & Safety Officer |



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| Item       | Procedure   | Who  |
|------------|---|--|
| <b>3.0</b> | <b>Immunisation Register and Privacy</b>  |  |
| 3.1        | Immunisation information on tamariki is collected as part of being an early childhood service and must be kept up to date.  | Centre Administrator                         |
| 3.2        | Information on this register can only be used for the purposes it is collected – this purpose is for informing vulnerable members when there is an outbreak of a disease which they may not have been vaccinated against.   |  |
| 3.3        | <p>Access to the Register:</p> <ul style="list-style-type: none"> <li>a) Each centre should have a Privacy officer, who is the person within the centre who can access the immunisation register, should the need arise to inform vulnerable members of any concerns</li> <li>b) Regional staff can access the immunisation register as required as part of their role</li> </ul> <p>Public Health officials can request access to this register.</p> | <p>Privacy Officer</p> <p>Regional staff</p> |



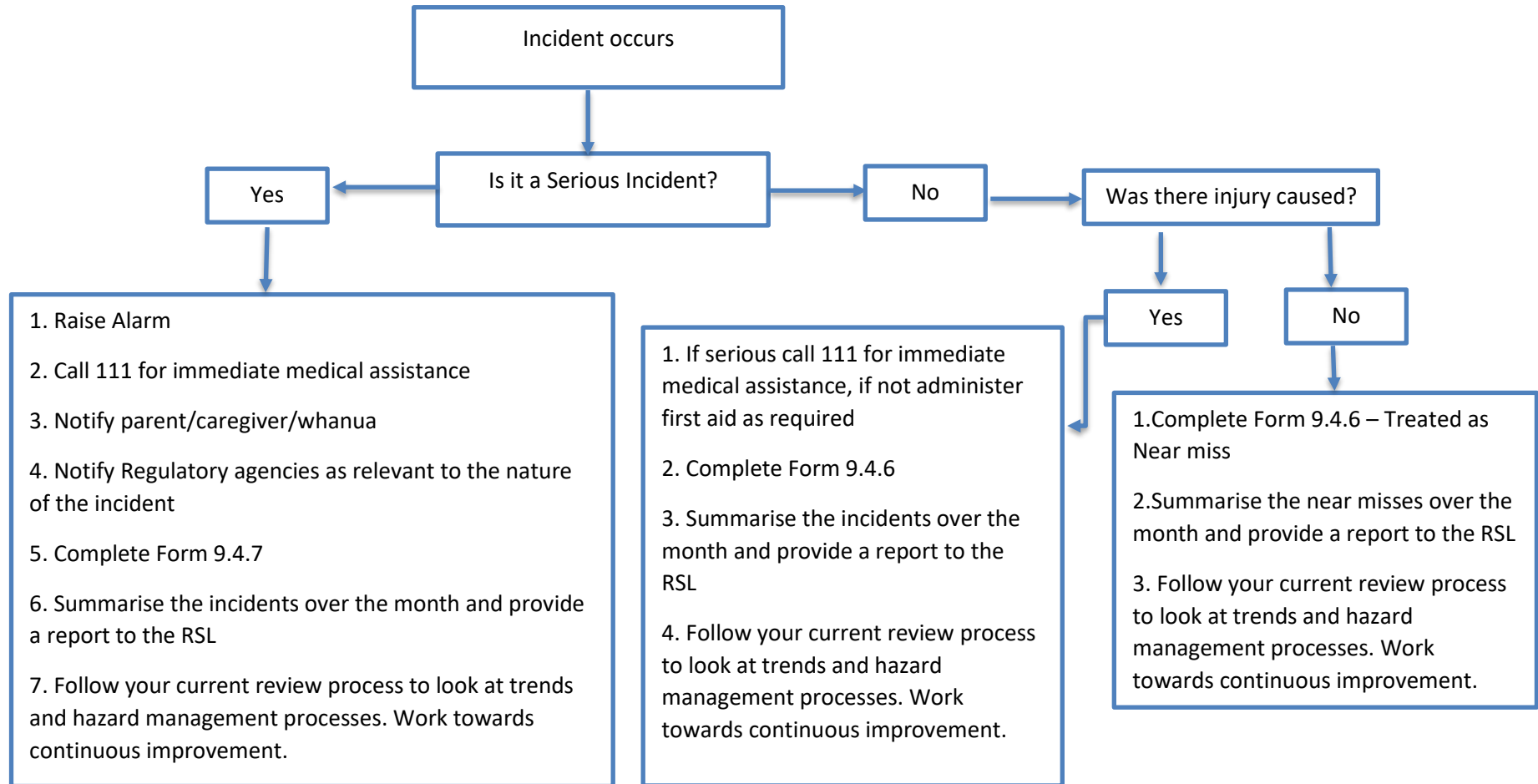
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| Item | Procedure  | Who                     |
|------|--|-------------------------|
| 4.0  | <b>Incident or Near Miss</b>   |                         |
| 4.1  | <p><b>Definitions</b></p> <p><b>Incident:</b> An incident is an event that caused or may have caused harm to a child, while in care of the service.</p> <p><b>Minor incident:</b> An incident that results in an injury that is small and does not require medical attention.</p> <p><b>Near Miss</b> is an event that could have had adverse consequences but did not. A near miss may occur when a chain of events is interrupted.</p> <p><b>Serious incident:</b> (a) the death of a person(child/adult); (b) any incident involving serious injury or trauma to a person(child/adult); (c) any emergency for which emergency services attended (d) an incident where a child appears to be missing or cannot be accounted or appears to have been taken or removed from premises</p> <p><b>Notifiable incident:</b> Any incidents that seriously compromise the safety, health or wellbeing of a person(child/adult). The notification needs to be provided to the regulatory authority and also to parents (as applicable) within 24 hours of a serious incident.</p> |                         |
| 4.2  | <p>If it is a Serious incident Raise alarm, Call 111, Notify parents/caregivers/whanau, Notify Regulatory Authorities i.e MOE/Worksafe/Regional office (as relevant to nature of incident).</p> <p>Some incidents must be notified to specified agencies under separate legislation. Playcentre Aotearoa staff must familiarise themselves with their wider obligations to notify these agencies.</p> <p>Complete form 9.4.7</p> <p>Review what caused the incident and if this has been resolved so to prevent it happening again</p>   |                         |
| 4.3  | <p>If it is a non-notifiable incident, assess whether there was injury caused. If there was injury, administer first aid, complete Form 9.4.6 and review incident to ensure hazards have been mitigated so as to prevent it from happening again.</p> <p>If there was no injury, complete Form 9.4.6 and review incident to ensure hazards have been mitigated so as to prevent it from happening again.</p>   |                         |
| 4.4  | Form 9.4.6 must be retained for 2 years and Form 9.4.7 (including notifiable incidents) must be retained for 5 years.  | Health & Safety Officer |



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## HISTORY

Revision 3: Revised to produce Revision 4, changes include:

- Procedure was re-written where Injury, Illness and Incident (including near miss) has been split into 3 sections i.e Injury, Illness and Incidents.
- Definitions have been added throughout the document under each section.
- Process flow charts have been added after each section. These charts will be as a stand-alone document so that it can be easily accessed to confirm steps that need to be taken in the event of an Injury, Illness or Incident.

## RESOURCES

1. Notifiable Injury/ Incidents: <http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976868.html>
2. Infectious Diseases for Criterion 26: <https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/appendix-2-infectious-diseases-for-criterion-hs26/>
3. Notifiable diseases (general): <https://www.health.govt.nz/our-work/diseases-and-conditions/notifiable-diseases>
4. Playcentre Aotearoa's Child Washdown Procedure Template
5. Playcentre Aotearoa's Sick Child Isolation Procedure Template
6. Playcentre Aotearoa's Minor Injury, Illness, Incident Notice
7. Playcentre Aotearoa's Serious Harm Investigation Form

## REFERENCES

Playcentre Aotearoa's Health & Safety Policy

Playcentre Aotearoa's Injury, Illness and Injury Procedure

Playcentre Aotearoa's Child Washdown Procedure

Playcentre Aotearoa's Sick Child Isolation Procedure



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