

Playcentre Aotearoa's ACTIONING A NOTIFIABLE EVENT



While we do all we can to prevent serious harm or injury to anyone at Playcentre, we need to be prepared to take the correct action should it occur and fulfil our responsibilities of letting the authorities know what has happened.

TO BE DISPLAYED AT YOUR CENTRE NEAR THE FIRST AID KIT

1.0	Definition of Notifiable Events:
1.1	Death
1.2	Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid): a) Amputation of any part of body b) Serious head injury c) Serious eye injury d) Serious burn e) Separation of skin from tissue (e.g. degloving or scalping) f) Spinal injury g) Loss of a bodily function h) Serious lacerations
1.3	An injury or illness that requires, or would usually require, the person to be <u>admitted</u> to a hospital for immediate treatment . Note: treatment in the emergency department without admission is not notifiable.
1.4	An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.
1.5	Contracting a serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor (such as infections caught from working with animals, exposure to blood, or exposure to soil/potting mix)
1.6	An unplanned or uncontrolled incident that seriously endangers or threatens someone's health and safety e.g collapse of structure, something falling that could seriously injure someone, an explosion, electric shock. Should be reported where there was the potential for serious injury, illness or death, even if only minor injuries occurred.

For full definition see <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html>

ACTION REQUIRED

1. Do not disturb the scene of a Notifiable Event - cordon it off.
2. Immediately contact your Regional Office, who will take details and contact the appropriate specified agencies: e.g NZ Police, Worksafe, Oranga Tamariki, Ministry of Health and they will contact Ministry of Education. If you cannot reach the Regional Office contact WorkSafe directly on 0800 030 040 (open 24 hours), or call the Police.
3. Fill in the Serious Injury, Illness, Incident Form
4. If an accident is found to be a notifiable event later,
 - a) Update the Serious Injury, Illness, Incident Form (noting that it is an addition)
 - b) Contact the Regional Office as soon as possible.

