REQUIRED FOR LICENSING

ACTIONING A NOTIFIABLE EVENT

TO BE DISPLAYED AT YOUR CENTRE NEAR THE FIRST AID KIT

While we work to prevent serious harm at Playcentre, we must also be ready to respond appropriately if it occurs and notify the relevant authorities.

Definition of Notifiable Events:	
1	**Death,** or
2	Any of the following injuries or illnesses that require the person to have **immediate treatment** by a Paramedic at the scene, GP, Nurse, Healthcare workers at Emergency Department **(other than first aid):** a) Amputation of any part of body b) Serious head injury (e.g. fractured skull or loss of consciousness) c) Serious eye injury d) Serious burn (consider any burn larger than a 20 cent coin or on child's head or face) e) Separation of skin from tissue (e.g. degloving or scalping) f) Spinal injury g) Loss of a bodily function h) Serious lacerations
3	An injury or illness that requires, or would usually require, the person to be admitted to a **hospital** for immediate treatment. Note: treatment in the emergency department without admission is not notifiable.
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.
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)
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 have occurred.
7	**An unattended child whereby,** a) A child leaves the premises without the knowledge of an adult (regardless of duration) b) A child is locked inside the premises after operating hours c) A child is taken away from the service by someone who is not authorised in writing to do so d) A child is left behind or goes missing during an excursion Notify the Area Office within 24 hours is any of the above occur and they will contact the Education Review Office to notify them of the instance.

ACTIONS REQUIRED

1. Do not disturb the scene of a Notifiable Event - cordon it off.
2. Centres immediately contact your **Area Office**, who will take details, advise **AGM** and contact the appropriate specified agencies:
   e.g NZ Police, Worksafe, Oranga Tamariki, Ministry of Health and they will contact Education Review Office. If you cannot reach the Area 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 Area Office as soon as possible (within 48 hours).