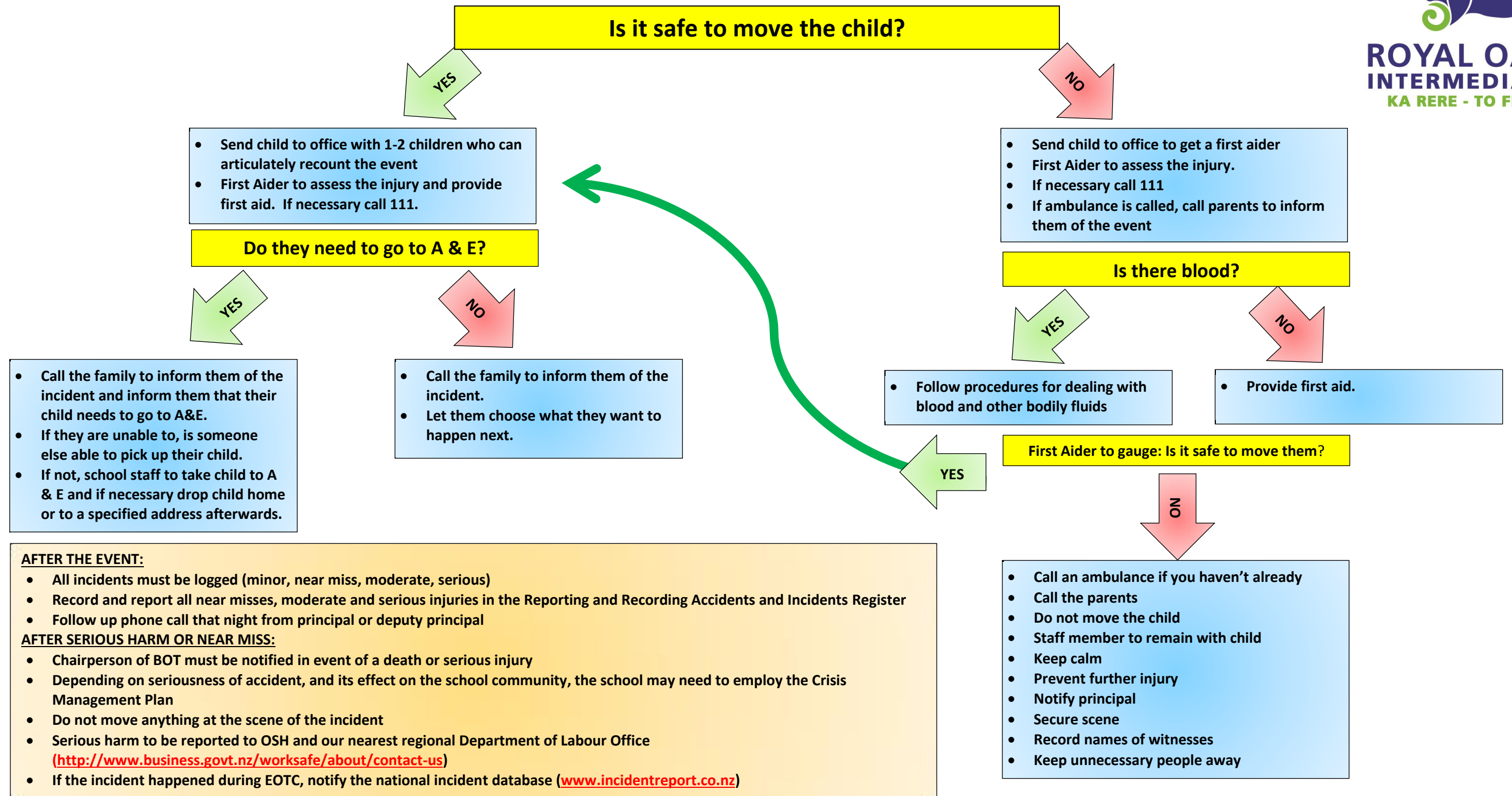


Injury Procedures

- ACTION TO TAKE WHEN A CHILD IS INJURED -



AFTER THE EVENT:

- All incidents must be logged (minor, near miss, moderate, serious)
- Record and report all near misses, moderate and serious injuries in the Reporting and Recording Accidents and Incidents Register
- Follow up phone call that night from principal or deputy principal

AFTER SERIOUS HARM OR NEAR MISS:

- Chairperson of BOT must be notified in event of a death or serious injury
- Depending on seriousness of accident, and its effect on the school community, the school may need to employ the Crisis Management Plan
- Do not move anything at the scene of the incident
- Serious harm to be reported to OSH and our nearest regional Department of Labour Office (<http://www.business.govt.nz/worksafe/about/contact-us>)
- If the incident happened during EOTC, notify the national incident database (www.incidentreport.co.nz)

SERIOUS HARM IS DEFINED AS:

- any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing;
- amputation of body part;
- burns requiring referral to a specialist registered medical practitioner or specialist out-patient clinic;
- loss of consciousness from lack of oxygen;
- loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance;
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more, commencing within seven days of the harm's occurrence;
- death.