



ACCIDENT PROCEDURES FOR TAMARIKI

Heretaunga Kindergarten has procedures which deal with any accidents that children have. They are as follows:

- All permanent and long term relieving teachers will have a current First Aid Certificate which will be displayed in the kindergarten.
- The Kindergarten has a First Aid kit situated in the Art room which will be kept well stocked and checked regularly by the Teacher Aide, and a smaller 'Emergency' First aid kit, which is accessible for outdoors, is situated in the garage.
- Accidents will be dealt with by the inside teacher and details of accident will be passed on by the teacher present where the accident occurred.
- Details of accident including date/time injury and treatment given will be recorded in the Accident Register and parents will be asked to sign where applicable.
- Head injuries will be communicated to parents immediately by phone as per RKA Policy and appropriate forms completed.
- The float teacher at the end of the session will endeavour to tell parent/ caregiver about any accidents that have occurred to their child/or children in their care.
- When the float doesn't manage to tell parent/caregiver about the accident and if the accident register has not been signed by parent/caregiver, then a phone call will be made to inform parents/caregiver about accidents.

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