

# Review your incident response register and procedures

A suggestion for implementing the strategy  
'Develop and implement health and safety  
policies and procedures' from the Guide:

[Allergies and learning](#)

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## **Includes:**

- Legal requirements
- Incident response register
- Illness and injury management
- School and ECE procedures
- School health and safety policies
- Useful resources

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your incident response register and procedures](#)

Date

26 April 2024

Link

[inclusive.tki.org.nz/guides/allergies-and-learning/review-your-incident-response-register-and-procedures](https://inclusive.tki.org.nz/guides/allergies-and-learning/review-your-incident-response-register-and-procedures)

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## Legal requirements

WorkSafe NZ must be notified when work-related incidents/events occur.

Record and investigate all allergic reactions, whether mild or severe, that require medication and teacher time/attention.

Reportable incidents include:

- fatalities
- serious injuries and illnesses
- unplanned or uncontrolled workplace incidents that could put people at risk of serious injury or illness.

Schools and early learning services must:

- report, record, and investigate all incidents accurately and promptly
- identify any trends
- report these to their health and safety representative and/or BoT, and WorkSafe, if it is a notifiable incident.

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## Incident response register

Consider how your policy refers explicitly to children and young people with allergies.

Maintain an up-to-date incident response register to record and reflect on:

- the cause of the incident
- treatment given
- how the incident was managed
- the frequency of treatment given – to identify whether any potential triggers can be minimised.

**ACC cover for allergic reactions** – This document provides guidance on when ACC is likely to cover allergic reactions.

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# Illness and injury management



Source:

Ministry of Education

<https://www.education.govt.nz/school/health-safety-and-wellbeing/injury-and-illness/>

[View full image \(1.5 MB\)](#)

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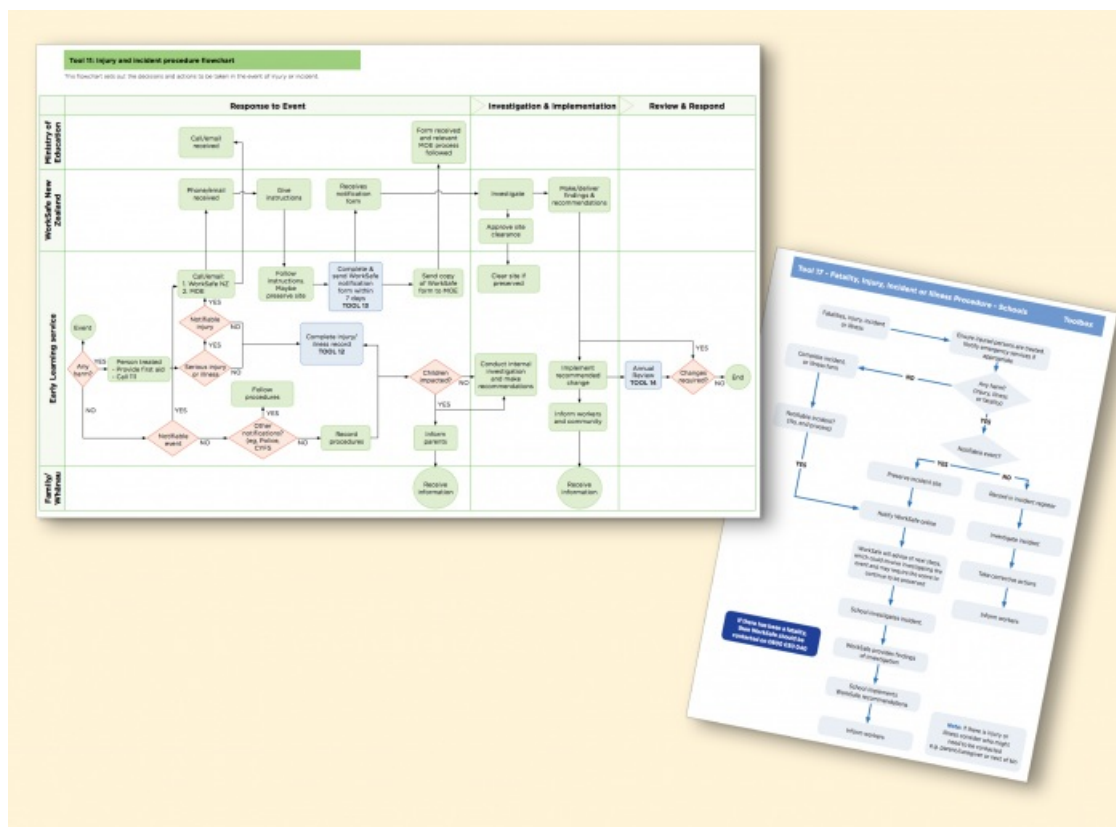
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# School and ECE procedures



Source:

Ministry of Education

<https://www.education.govt.nz/school/health-safety-and-wellbeing/health-and-wellbeing/>

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## School health and safety policies

Use the [Health and Safety Practical Guide for Boards of Trustees and School Leaders](#)

to support your understanding of the Health and Safety at Work Act 2015.

A school's health and safety policy must include:

- the school's commitment to accurate reporting and recording
- reporting to the Board of Trustees on accident frequencies and severity
- reporting serious harm injuries to WorkSafe and the Ministry of Education
- the school's commitment to continuous improvement and the encouragement of best practice in health and safety management.

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## Useful resources



### Injury and illness management

Guidance on how best to manage staff illness and injury. The page also includes downloadable resources that aid with reporting incidents and following proper procedures.

[Visit website](#)



### Health and safety practical guide for Boards of Trustees and school leaders

Sample policies and procedures, tools, and checklists that support Boards of Trustees and school leaders to develop a clear understanding of the Health and Safety at Work Act 2015.

Publisher:

[Visit website](#)



### Examples of risk minimisation strategies for schools, preschools and childcare services

Read time: 12 min

This is a practical list of issues to be considered when developing policies and processes for dealing with allergies.

Publisher: Allergy & Anaphylaxis Australia

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