

Review Ministry injury and incident reporting checklist

Does your early learning service or school have:

- ✓ an injury and incident reporting procedure?
- ✓ an injury and incident register (that covers adults children, and young people)?
- ✓ a procedure for reporting notifiable events, such as head injuries to WorkSafe New Zealand?
- ✓ a process for educating staff, children and young people, and visitors on injury and incident reporting?
- ✓ a process to ensure staff working with children and young people are trained in first aid, understand how to recognise signs of concussion, and know what to do in the case of a head injury?
- ✓ a process for following-up on children or young people who receive a head injury?

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