

# Align processes and policies with national guidelines

A suggestion for implementing the strategy

'Review leadership and governance responsibilities' from the Guide: [Acquired brain injury and learning](#)

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## **Includes:**

- Review Ministry injury and incident reporting checklist
- Reporting head injuries
- Develop a policy for dealing with concussion incidents
- Update post-injury resources
- Connect with specialist agencies
- Useful resources

Inclusive Education

From

Guide: [Supporting learners with acquired brain injury](#)

Strategy: [Review leadership and governance responsibilities](#)

Suggestion: [Align processes and policies with national guidelines](#)

Date

27 April 2024

Link

[inclusive.tki.org.nz/guides/brain-injury/align-processes-and-policies-with-national-guidelines](https://inclusive.tki.org.nz/guides/brain-injury/align-processes-and-policies-with-national-guidelines)

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## 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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## Reporting head injuries

Follow these reporting requirements and procedures for head injuries.

Parents/caregivers and the principal must be notified of all head injuries, even “minor” ones.

The child or young person will need to be monitored for delayed concussion.

A serious head injury that requires a person to have immediate treatment (other than first aid) must be reported to WorkSafe New Zealand by the principal using the fastest means available:

- telephone 0800 030 040
- complete the online [Notifiable Event notification](#).

**Injury and illness management** – Ministry of Education information for schools and early learning services.

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## Develop a policy for dealing with concussion incidents

Review these documents for guidance.

- ✓ [ACC SportSmart concussion national guidelines – sport organisations](#)
- ✓ [Concussion: Whole school protocol Samuel Marsden College](#)

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## Update post-injury resources

Download and make the latest resources on head injuries available to all staff.

- ✓ [Injury and management resources Ministry of Education](#)
- ✓ [ACC SportSmart concussion wallet card \(PDF 155 KB\)](#)
- ✓ [ACC SportSmart concussion recognise the signs poster \(PDF 530 KB\)](#)
- ✓ [ACC SportSmart concussion coaches guidebook \(PDF 628 KB\)](#)  
(for coaches and physical education teachers)
- ✓ [ACC SportSmart concussion national guidelines – sport organisations](#)

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## Connect with specialist agencies

Draw on local expertise.

- ✓ [Brain Injury New Zealand](#)
- ✓ [Headway](#)
- ✓ [Brain Injury Whānau Action Project](#)

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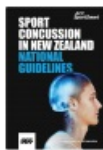
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## Useful resources



### ACC SportSmart concussion national guidelines - sport organisations

Read time: 21 min

These guidelines have been produced to support national sports organisations and the recreation, education and health sectors to develop policies for concussion in sport.

Publisher: ACC New Zealand

[Visit website](#)



### Tool 10: Injury and incident reporting checklist

This checklist supports early learning services and schools to know how to respond when injuries, illness, or incidents occur.

[Download PDF](#)



### Concussion management guidelines

Read time: 74 min

These management guidelines provide guidance for implementing concussion management procedures and guidelines.

Publisher: Colorado Department of Education

[Visit website](#)

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