

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](#)

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

13 October 2021

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inclusive.tki.org.nz/guides/brain-injury/align-processes-and-policies-with-national-guidelines

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.

Parent(s)/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.

- ✓ [Sport concussion in New Zealand: ACC Guidelines](#)
- ✓ [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](#)
- ✓ [Concussion wallet cards for sports ACC](#)
- ✓ [Concussion: Recognise the signs poster ACC](#)
- ✓ [Concussion: Recognising the signs starts with you](#) (for coaches and physical education teachers)
- ✓ [Sport concussion in New Zealand: National Guidelines](#)

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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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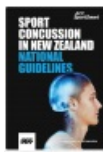
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Useful resources



Sport concussion in New Zealand: National Guidelines

Read time: 21 min

Publisher: ACC New Zealand

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Tool 10: Injury and incident reporting checklist

Read time: 0 min

Publisher: Ministry of Education | Te Tāhuhu o te Mātauranga

[Download](#) PDF



Concussion management guidelines

Read time: 74 min

Publisher: Colorado Department of Education

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