SAFETY
NEST

SAFETYNEST TEACHER TRAINING MANUAL

This guide will walk you through using your SafetyNest site, so that you can simplify and streamline every aspect of health and safety management.

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WELCOME

TO YOUR NEW SAFETYNEST HEALTH AND SAFETY TOOL!

Say goodbye to the days of wrestling with piles of paperwork. We're here to make your daily routine smoother – from tracking medicines to nap times, toileting to safety checklists.

Get ready to discover a world of simplicity, ease, when it comes to managing your health and safety compliance!

We know compliance can be a bit of a snooze, but guess what? We're here to change that! With our tool by your side, you'll breeze through health and safety regulations, and create more time to focus on what truly matters
– **your tamariki.**

Let's dive in and explore a world where health and safety become second nature – and maybe even a bit more exciting!
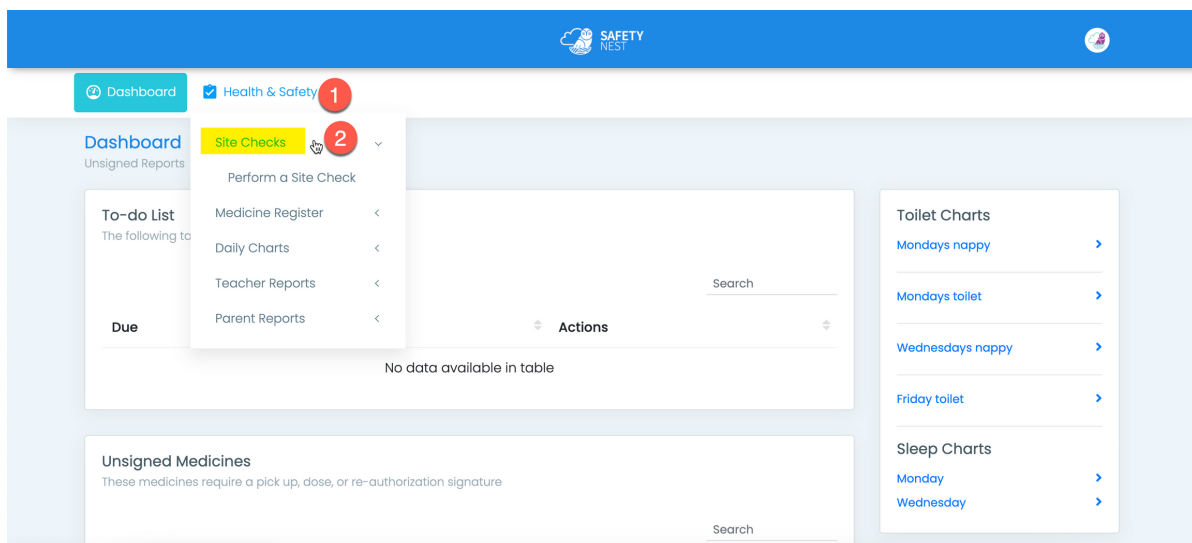
TABLE OF CONTENTS
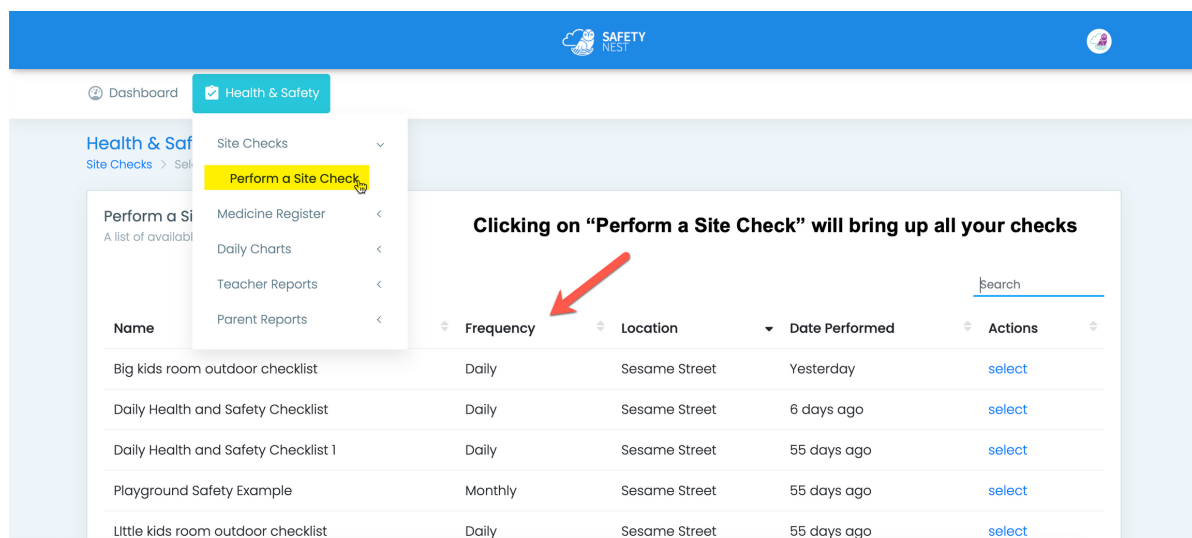
How To: USE THE CHECKLIST TOOL

Welcome to the Safety Nest Site Check Tools!

This feature is designed to save you time and ease filling out your daily, monthly and other Site Checks. Let's learn how these work...

1 **You'll find these tools in the menu under the Health and Safety Tab:**
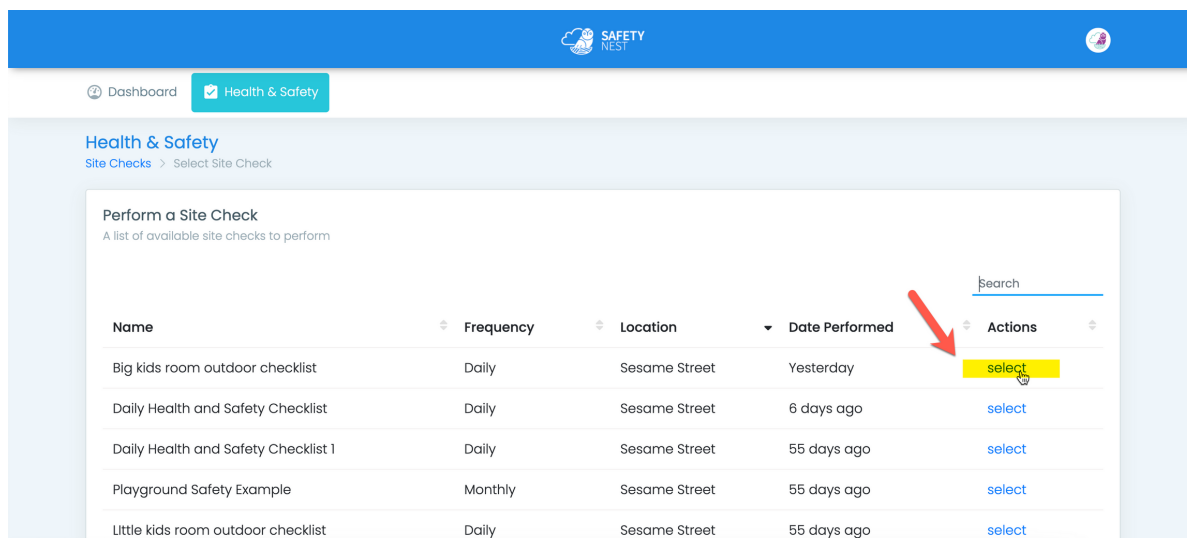

2 **Click on "perform a site check" and it will open up all of the checks that you have at your centre.**

3 **Some of these checks might be required daily, some monthly and some less frequently.**

Once there, select the check that you want to perform:
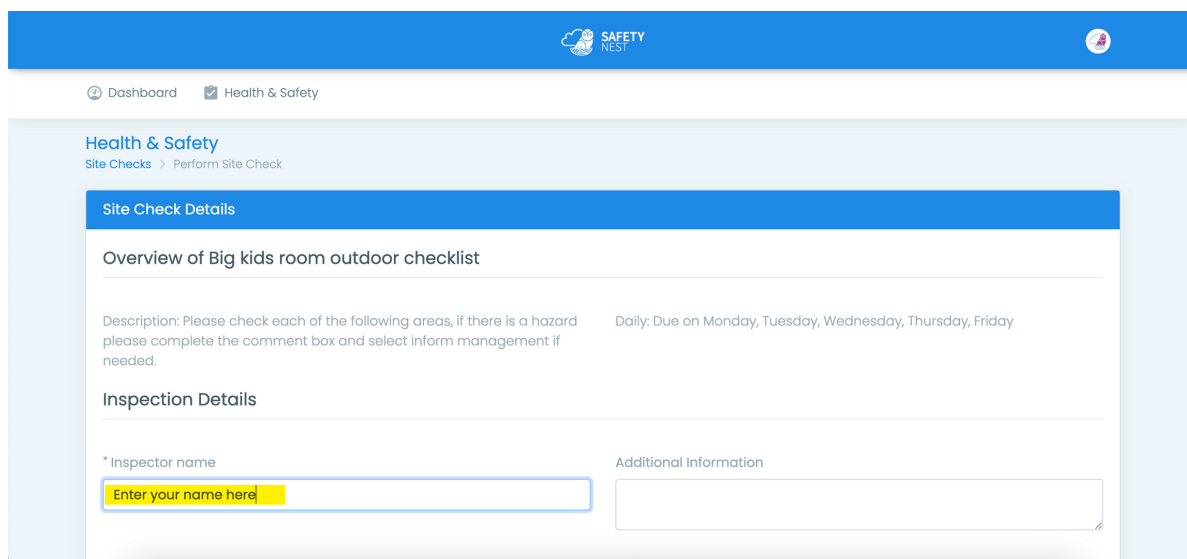
4 **From here you can complete the form**

5 If during your check, you notice anything that needs attention, click on the "+" button next to the item, add some details about what's wrong, and check the "Inform Management" box or the "Submit a Maintenance Request"
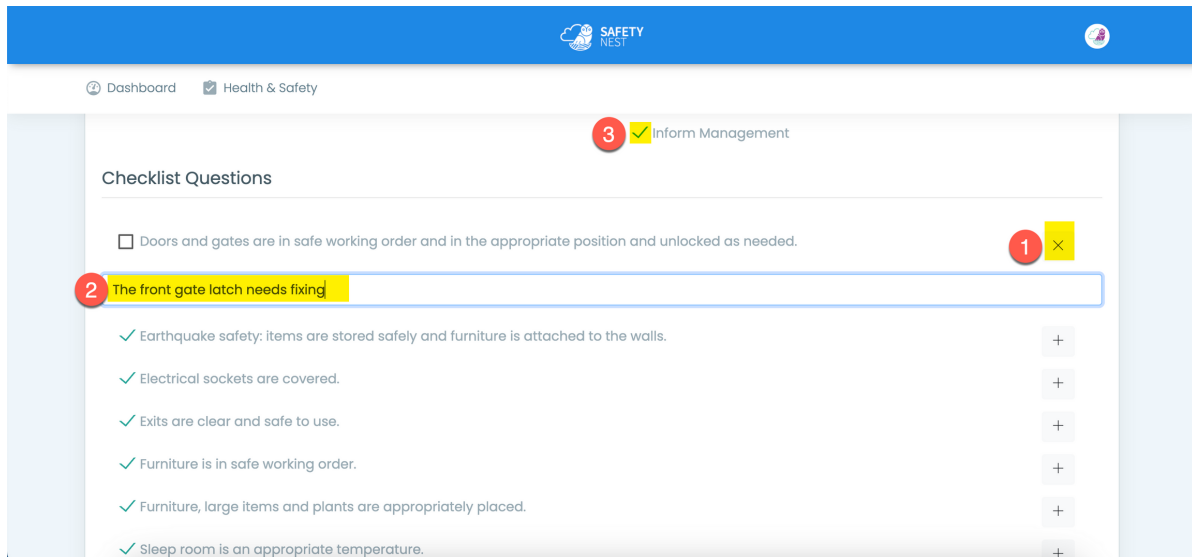
6 You can also add photos or other evidence if needed by clicking "add a file"
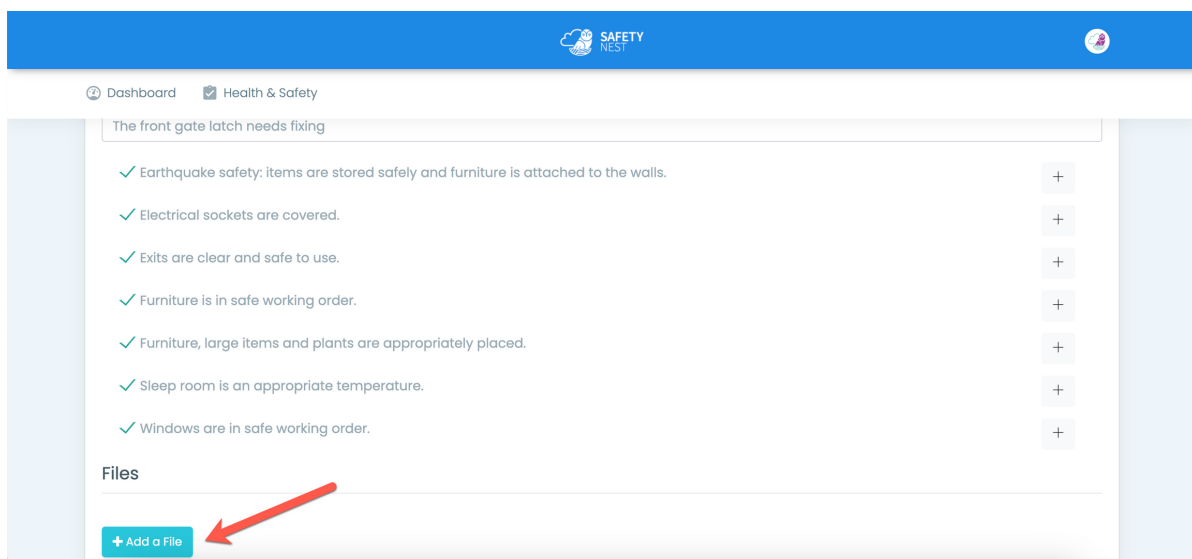
7   When you've finished, sign the form and click "save" to finish the process
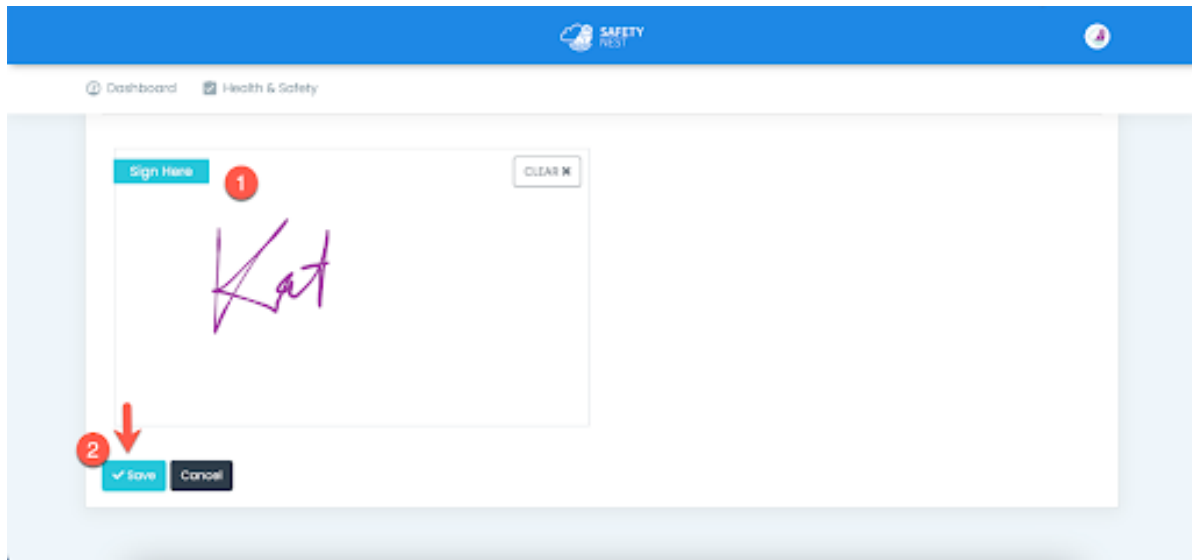
8   Now we can see on the dashboard that the last check was performed today:
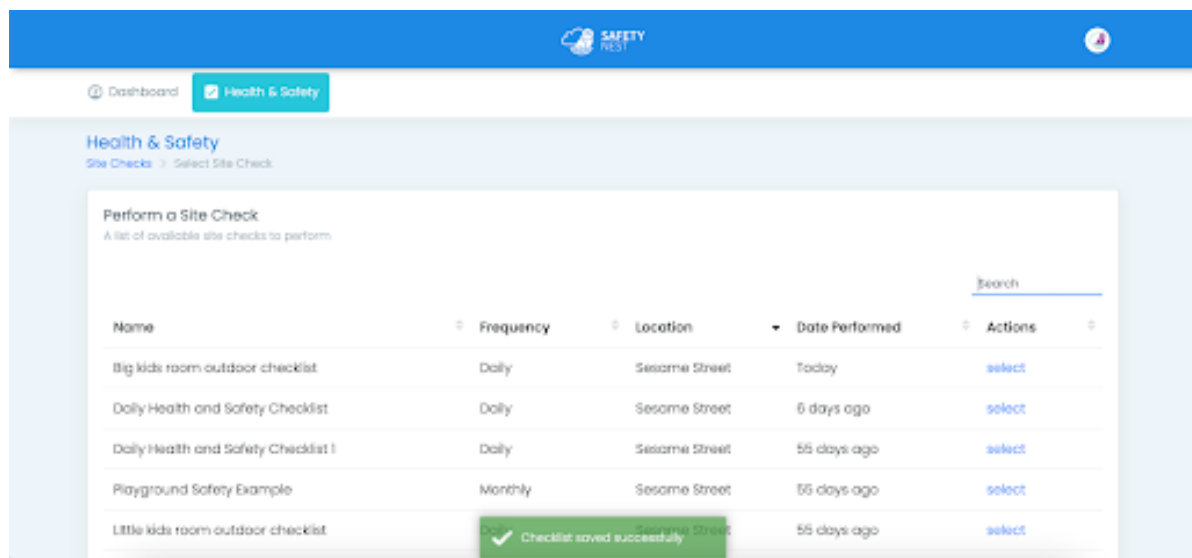
9   Repeat process as needed for all of your daily, monthly and other checks.

10 When you need to add in more information after you have saved, or edit any of the information you can do this by going to the Completed Site Checks under the Site Checks tool
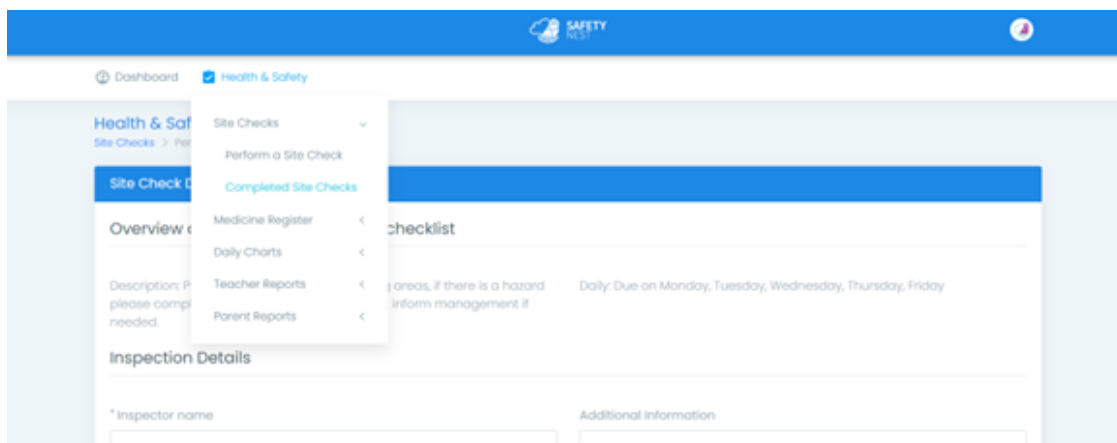
11 You can then click on "edit" the site check that you need to change - the checklist will open again ready for you to make your changes and resave.
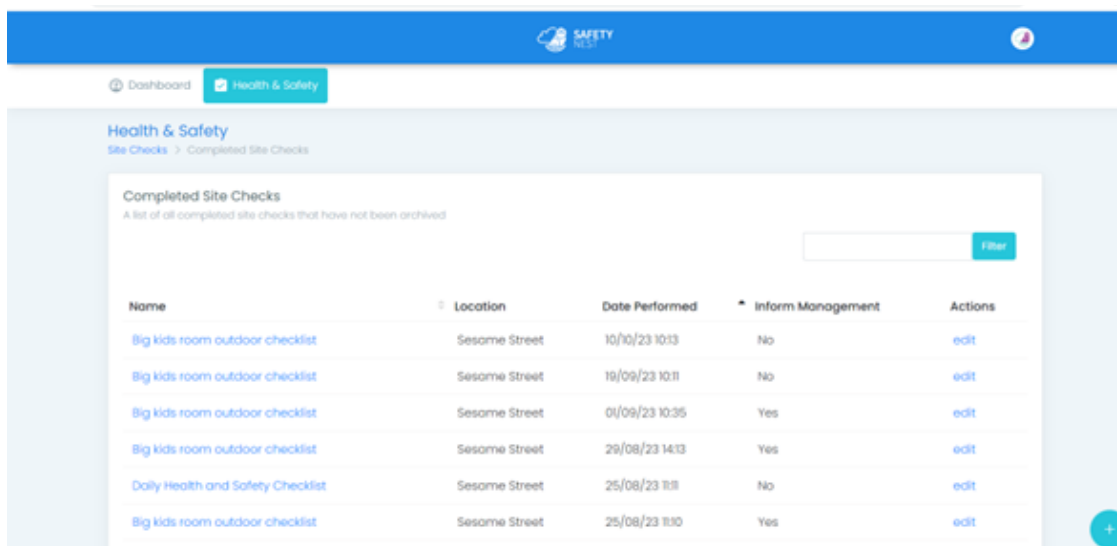
TEACHER'S REPORTS

Welcome to the SafetyNest Teacher Reports.

There are two different types of reports:

1. Event reports – use these to report any injuries, incidents, near misses, or observations
2. Illness reports – use these to report any illnesses

You'll find these tools in the menu under the Health and Safety Tab
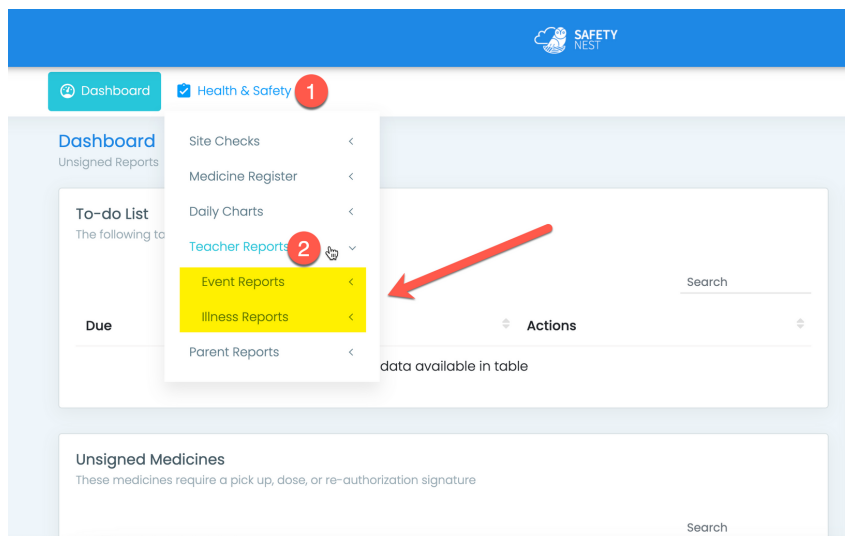
The first task is to confirm which type of report you need....

If someone is sick, then you'll use the Illness report.

But, if you use the Event Report, you may have the drop down on your screen, there are four different types of events and it's important to be clear which one you are reporting

> **Here's a reminder for what each type of event means:**
> - **An observation** is two or more steps away from an incident or injury occuring
> - **A near miss** is one or two steps away from an incident or injury occuring
> - **An incident** is where something is broken and
> - **An injury** is where someone is hurt

If in doubt, use the flowchart on the following page to help you identify which type of Event you are reporting:

WHICH TYPE OF EVENT ARE YOU REPORTING?

Is a child sick?

YES → **Use the Illness Report Type**

NO → You'll use the Event Report. **Now let's work out which type...**

Was anyone hurt?

YES → **Use the Event Report and select Injury**

NO → **Was anything broken?**

YES → **Use the Event Report and select Incident**

NO → **Was it a near miss?**

YES → **Use the Event Report and select Near Miss**

NO → **Use the Event Report and select Observation**
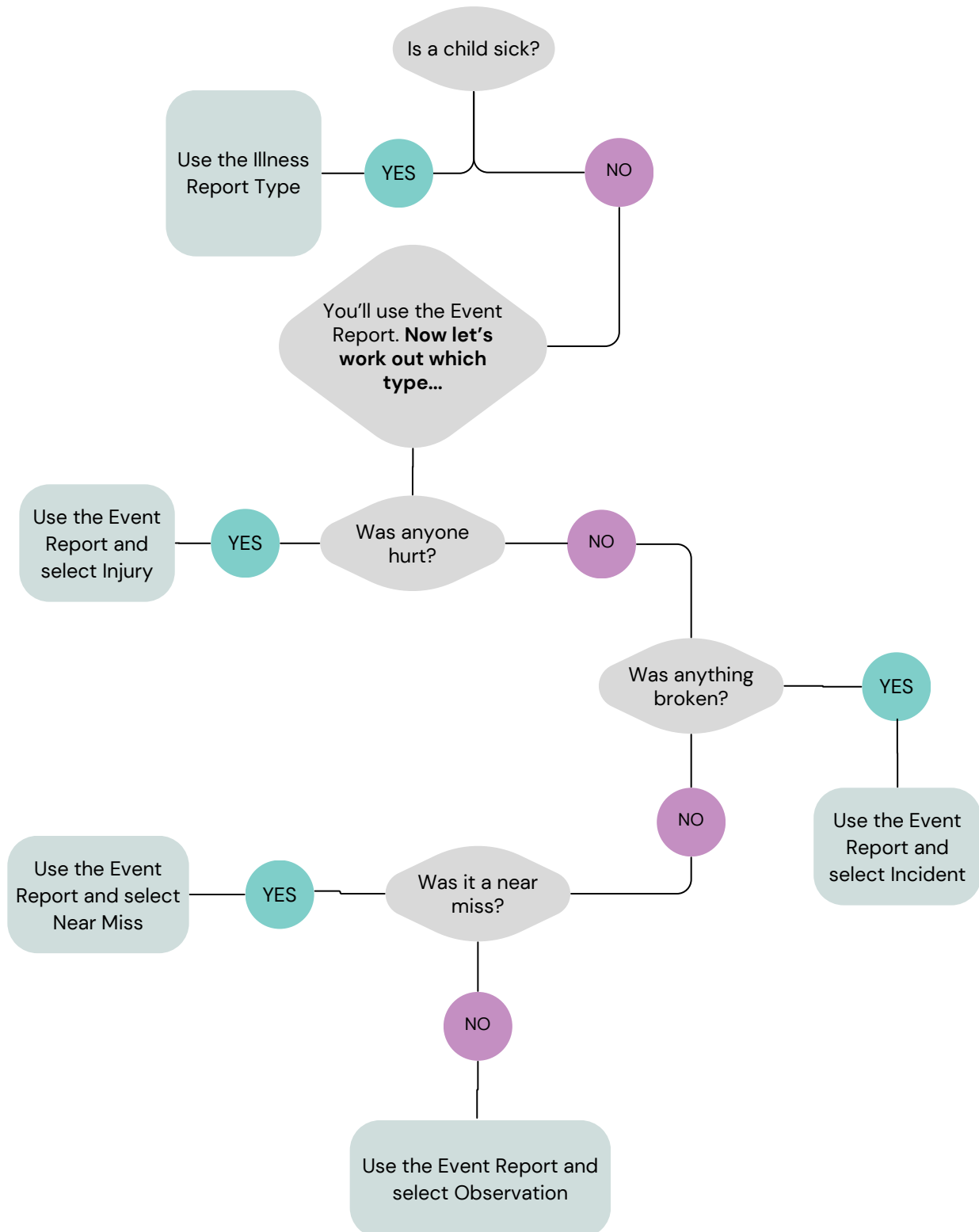
How To: USE THE ILLNESS REPORT

Let's learn how to document an illness.

1 **You'll find the Illness Report in the menu under the Health and Safety Tab > Illness Register**
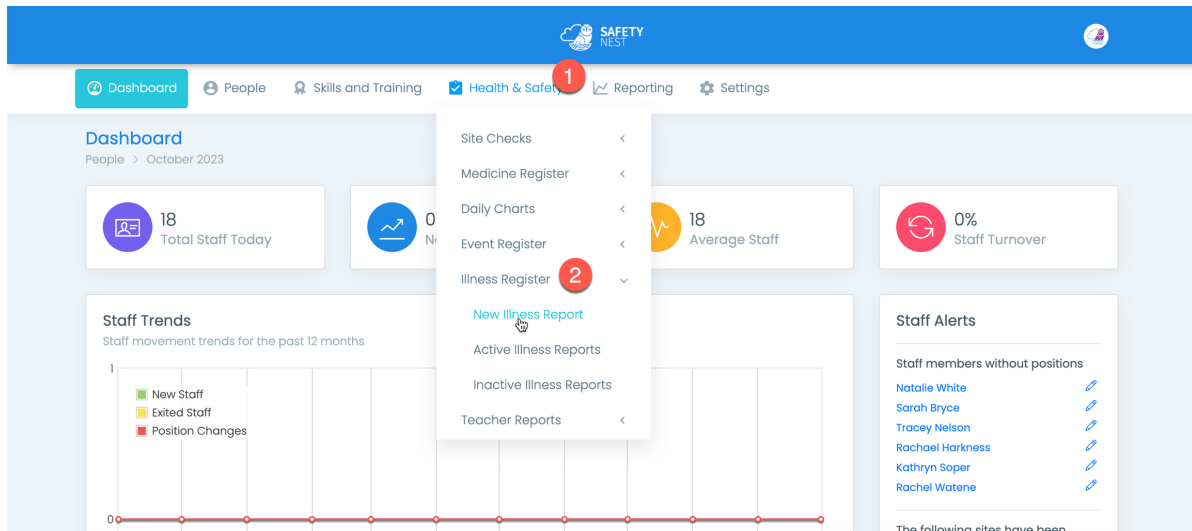
From here you can either create a new Illness Report, view any Active Illness Reports, or see a list of Inactive Reports.

2 **Click on New Illness Report and complete the form**

You will need to:

- Add the child's name by using the dropdown box or by typing the child's name

- Add in the time reported, who's reporting it, and where you are. This will either be the centre or offsite.

- Tick off any symptoms that the child is displaying

- Provide details of any action taken

- If you need to contact the parent, you can put the time and date in

- If it's something that's likely to be notifiable, like on the inform management button so that the right people find out right away.

- If you have a child who is either looks like they have a temperature or you need to check their temperature, you can add that into the temperature log

③ How to update or edit Illness Reports

Sometimes you might need to come in and later update an Illness Report.

For example:

You might have a little person with sore ears. In the morning you take their temperature, and it's ok. But then a little bit later you might check their temperature again and it's increased.

Rather than going to add in a new Illness Report, we can go in and edit the one we made earlier.

To do that you will go to Health & Safety > Illness Register > Active Reports, then Edit the report you made earlier
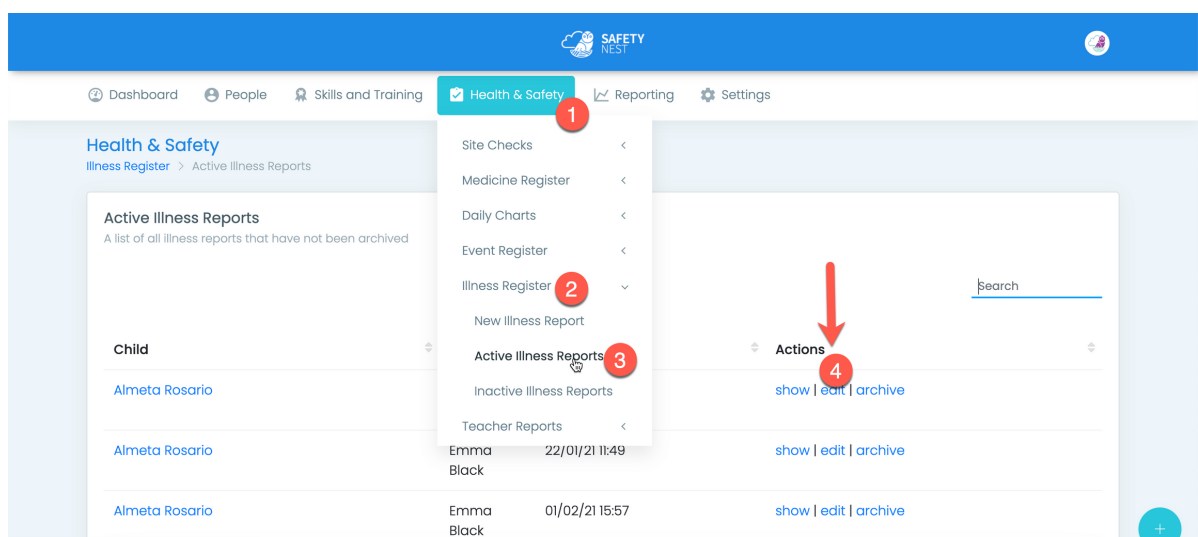
Then you can make any updates you need.
For example, adding in another temperature:

④ **Get the Illness Report signed off by a parent or caregiver**
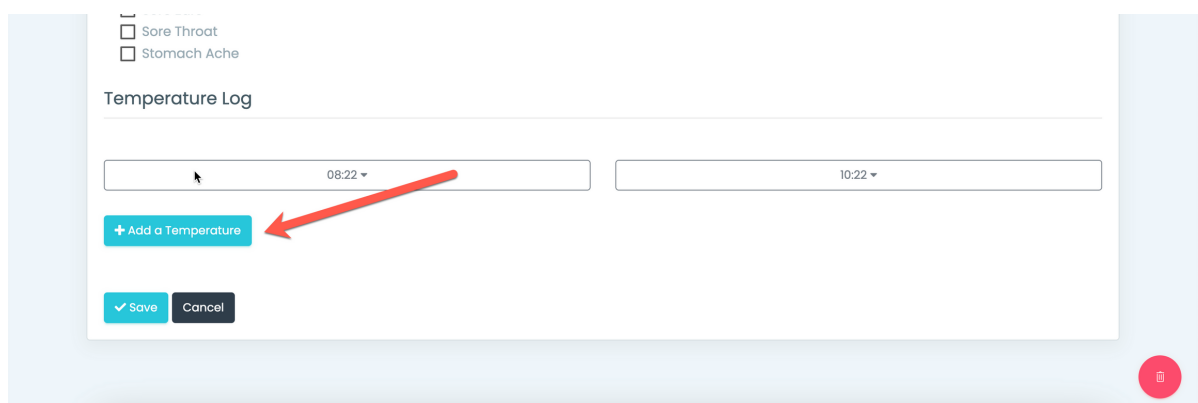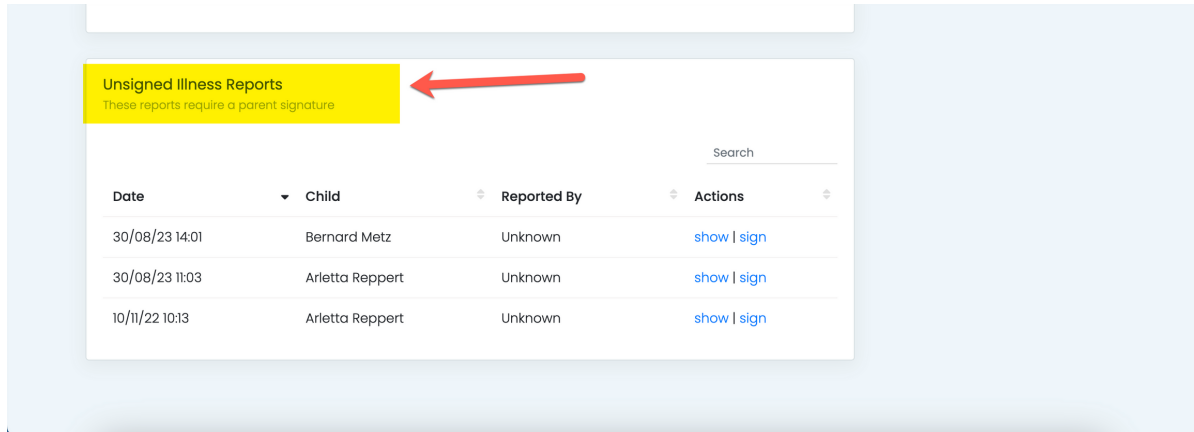
This Illness Report will now show on your SafetyNest dashboard under your unsigned reports. It needs to be signed by the child's parent's or caregiver when they come to collect them.

When it's time for the parent or caregiver to sign the report, simply click on "sign" to open the form

The parent or caregiver needs to:

- ◼ Review the form
- ◼ Sign on screen
- ◼ Type their name in
- ◼ Put the time that the child has been collected
- ◼ Click on the understand and agree with the center stand down policies.
- ◼ Push save, to save the form – ensure the green box appears to show it is saved

The "I understand and agree with the centre stand-down policies" box is a really great box for them to have to tick because it gives you a chance to remind them of the centre stand down policies.

And that is the Illness Report process complete.

How To: USE THE EVENT REPORT

Use this form whenever you need to report an observation, near miss, incident or injury.

Here's a reminder for what each type of event means:
- **An observation** is two or more steps away from an incident or injury occuring
- **A near miss** is one or two steps away from an incident or injury occuring
- **An incident** is where something is broken and
- **An injury** is where someone is hurt

1 **You'll find the Event Report in the menu under the Health and Safety Tab > Event Register**
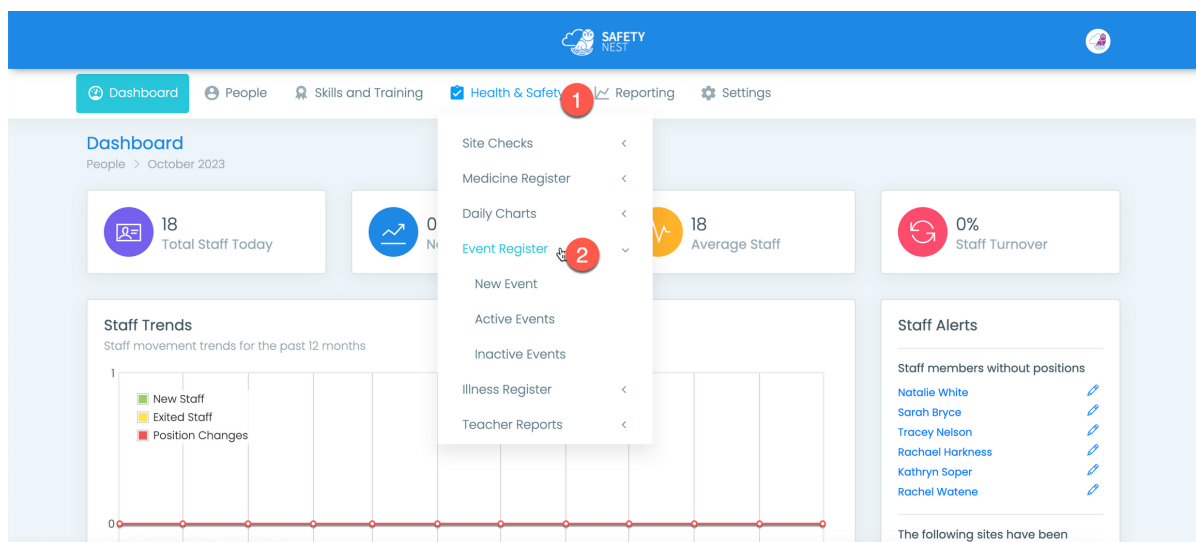
From here you can either create a new Event Report, view any Active Event Reports, or see a list of Inactive Events.

2 **To report a new event, go to Health and Safety Tab > Event Register > New Event**
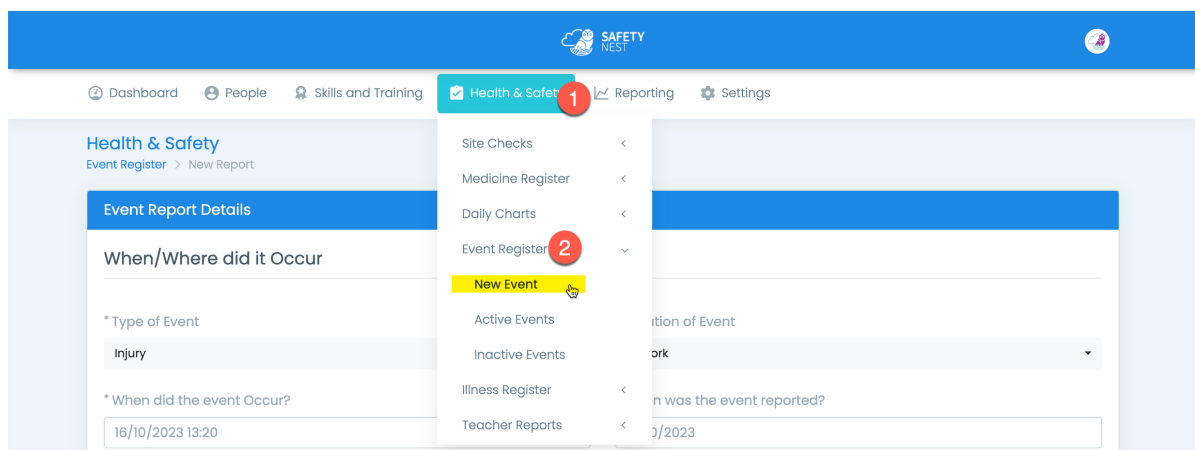
③ Complete the form with details of the Event

The first thing you need to do is select the type of event you are reporting. If you don't have the ability to select the Event Type, just move on to the next step.

How to add an injury:
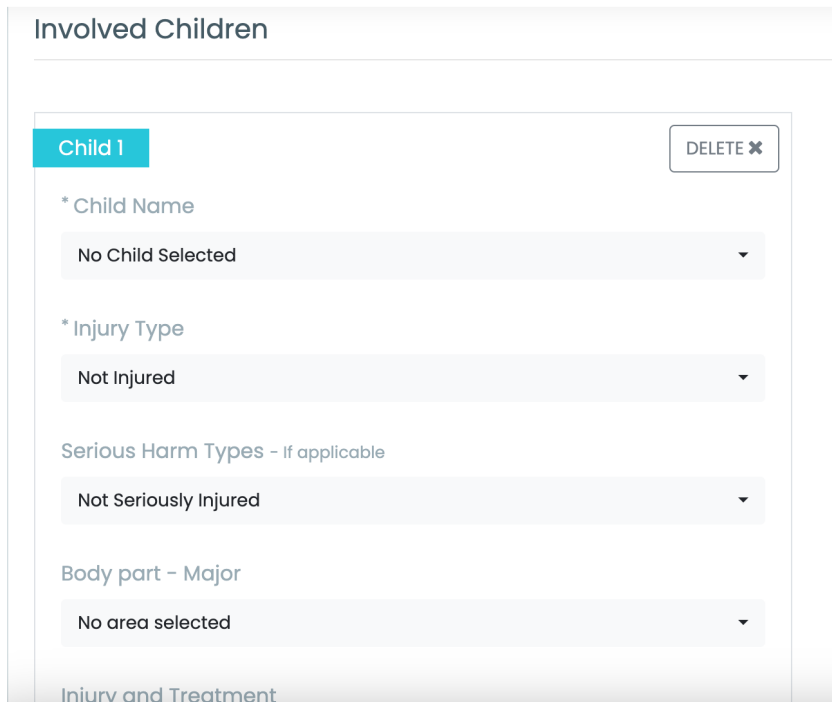
When adding details of an injury, you are given the option to complete the "What/How did it Happen". This information is not shown to parents or caregivers and is not compulsory. Full details of the child's injury should be entered in the "Add a Child" fields.

If the injury was serious, make sure that you click the "inform management" button to ensure the correct people get notified as per your policies

■ Select the risks involved if available.

■   Click **+ add** to add the name of the child who was injured, then complete the popup form to add details of their injuries

Involved Children

Child 1	DELETE ✖

* Child Name

No Child Selected   ▼

* Injury Type

Not Injured   ▼

Serious Harm Types - If applicable

Not Seriously Injured   ▼

Body part - Major

No area selected   ▼

Injury and Treatment

All of the definitions here are required by The Ministry and WorkSafe

■   If the child has more than one injury type, select the most serious one.

The serious harm dropbox is required to be in here, *but don't panic when you see it, hopefully you'll never need to use these.*

■   Choose the body type major, then minor. And again, if more than one type of body part is involved, choose the most significant.

■   Detail any treatment given, and select who it was given by.

■ If the child has received a serious injury, and you need to contact their parents or caregivers, you can add the date and time you contacted them.

■ Click save to save the form

■ Now this injury report will be added to your unsigned reports dashboard for the parent or caregiver to sign it off when they pick up the child.

How to add a "Flagged Child"

If the injury event included another child, you can click **+ add** to add a Flagged child

Here you will add the details of other children who were involved in the injury – for example the biter or hitter. You can also enter in details about a flagged child where you are shadowing or observing a child for a particular reason.

Whatever goes into this field is confidential and doesn't get seen by anyone else except for management staff.

Flagged Children

Child 1   DELETE ✖

* Child Name

No child selected   ▼

Description – The nature of the childs involvement

Immediate Corrective Actions Taken

Result of Corrective Actions

How to get the parent or caregiver to sign off the Injury Report upon picking up the child

1 Find the Injury Report on your Dashboard under "Unsigned Injury Reports":

You'll see that there are two options to push:

1. A red exclamation mark with the word "show" next to. This is so that staff can review the report, <u>but it's NOT for the parent or caregiver,</u> as it will show sensitive information about any other children involved in the event. Don't worry, if you push it in front of a parent by accident, it will bring up a pop up box to double check you do want to view the full form.

2. **The "sign" option. This is the option you want to select for getting a parent or caregiver to sign off the report.**
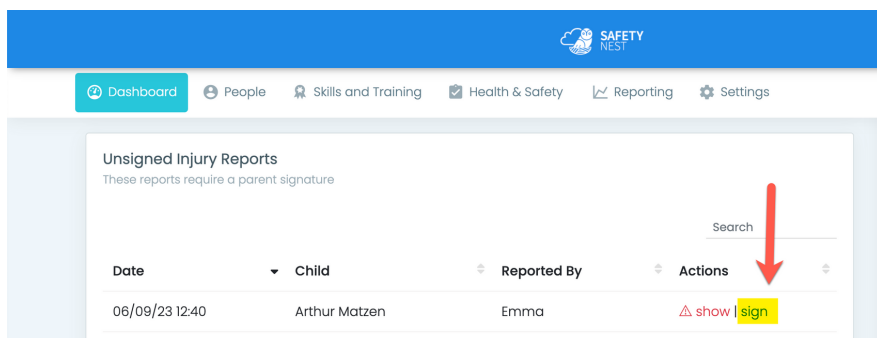
The parent or caregiver needs to:

- ■ Review the report
- ■ Type their name in
- ■ Acknowledge that they have received the report
- ■ Put the time that the child has been collected
- ■ Sign the report
- ■ Push save, to save the form – ensure the green box appears to show it has saved

Once the injury report has been signed off by a parent or caregiver, that is your injury reporting process complete.

Please note that Flagged Children do not require a signature and are intended for internal use.

How to add an observation, incident or near miss:

When adding these types of events, ensure you complete:

- When and where the event occurred
- The time the event is being reported
- A detailed description of what happened

What/How did it Happen

Full Description - Scanned diagrams essential for all vehicle accidents

Involved Risks
Nothing selected ▾

Immediate Corrective Actions Taken

- Select the risks involved.
- Complete the "why did it happen" section with your findings

Why did it Happen – Witness accounts should be signed, scanned, and attached as a file.

Event Investigator
Nothing selected ▾

Reporter Name

Findings - Why did the incident occur?

Investigation Due Date

When was WorkSafe NZ Advised? - If applicable

Investigation Completed Date

When was the Ministry of Education Advised? - If applicable

- At the bottom of the form, under files, click **+add a file** to add any images or videos with additional details of the incident – for example, if anything is broken and needs to be fixed.
- If something needs to be fixed, ensure you tick the **"inform management"** box

Office Use

* Event Status
Closed ▾

* Event Processor
Kathryn Soper ▾

* Date recorded
16/10/2023

Insurance Claim Number

✓ Inform Management

☐ Silence Notifications Once

✓ Save   Cancel

- Click save

Unless this event involved children, then that is your reporting process finished. If it does involve children, there may be a report required to be signed off by a parent or caregiver in your "unsigned reports" dashboard.

How To: USE THE MEDICINES REGISTER

Welcome to the SafetyNest Medicines Tool! This feature is designed to help you administrate your Category II and III medicines with ease.

There are three different areas involved in the administering of medicines:

1. **Medicines –** this is where any new medicines will be added, with clear instructions on how to administer them
2. **Doses –** this is where staff will go to enter the record of any doses given
3. **Medicine reports –** this is where you'll get parents or caregivers to sign off the daily medicine report

Let's learn how to do each of these three parts to the process.

How to add a new medicine:

There are three types of medicines that you may need to administer:

Category I medicines – which are provided by the service

Category II medicines – which are provided by the parent daily

Category III medicines – which are covered under a health care plan

All three types of medicines are entered using the same form.

1 **Find the new medicine form by going Health & Safety > Medicine Register > Medicines**
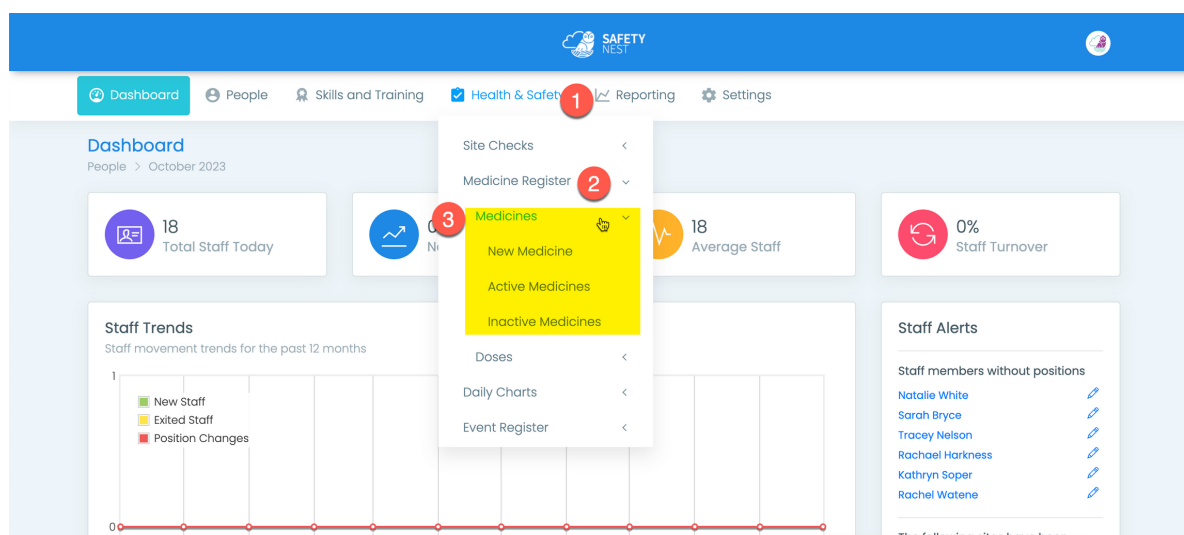
From here you can enter a new medicine, view and update any active medicines, and view any inactive medicines.

2   **Select "add new medicine" and complete the new medicines form**

When adding new medicines you will need to:

- Give the new medicine a name

- Select which category of medicine it is

- Write out the directions of use – *for example "give with food"*

- Record how much medicine you've been given – *for example 40 mls*

- Detail how much medicine should be given per dose – *for example 2.5mls*

- Give a storage location – *for example "kept in fridge"*

- Select the names of the staff authorised to give the medicine.
  In most cases, for a category II medicine you would select "Authorise All Staff" box.

- Add the expiry date – *this should be a date in the future e.g. the date on the bottle*

- Give details of any side effects *(if provided)*

- Click on "add a time" to specify when the doses should be given

- Enter all the child's details

- Get the parent to sign the form and tick the box which says "I understand and agree with the Centre Medication Policies"

- You sign the form

- Click save

3   **The medicine doses will now be added to your dashboard under to-do list.**

How to give a dose of medicine:

1 **You will find all the medicine doses that are due, under**
Dashboard > Health & Safety > Unsigned Reports > To-Do List
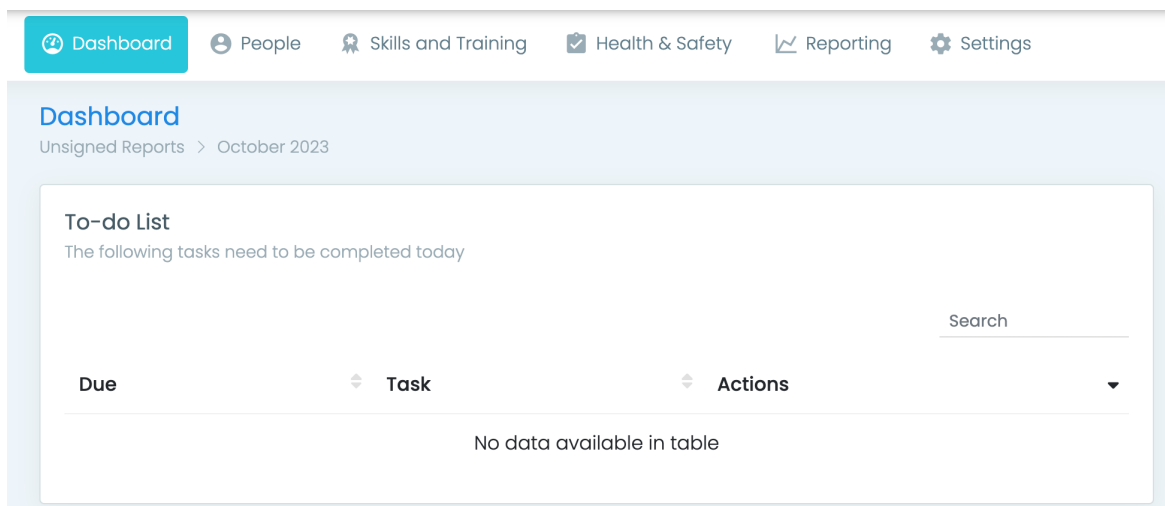
2 **To give a child a dose, you will need to complete a Dose Report.**
Find this under Health & Safety > Medicine Register > Doses > New Dose
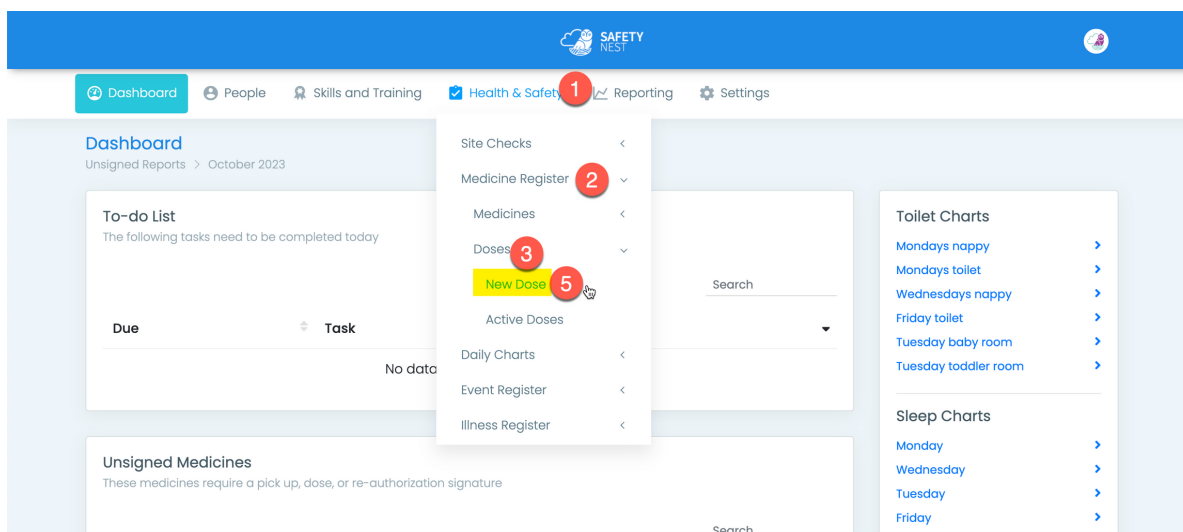
3   **Complete the dose form and administer the medicine**

When completing a dose form you will need to:

- ■   Select the child's name from the drop down box
- ■   Record the time of the dose
- ■   Select which medicine was administered
- ■   Say how much medicine was given
- ■   Write any additional notes
- ■   Select the names of the staff member giving the medicine and the staff member witnessing the medicine being given
- ■   Both staff members sign the box
- ■   Click save

4   **Go back to your Dashboard to-do list and mark the task as "complete"**

5   **Get the parent or caregiver to sign the Dose Report when they pick up the child**

How to get a parent or guardian to sign off the medicine dose:

Once a medicine dose has been administered, and, when it's due to be picked up, a medicine report will be generated on your Health & Safety dashboard.
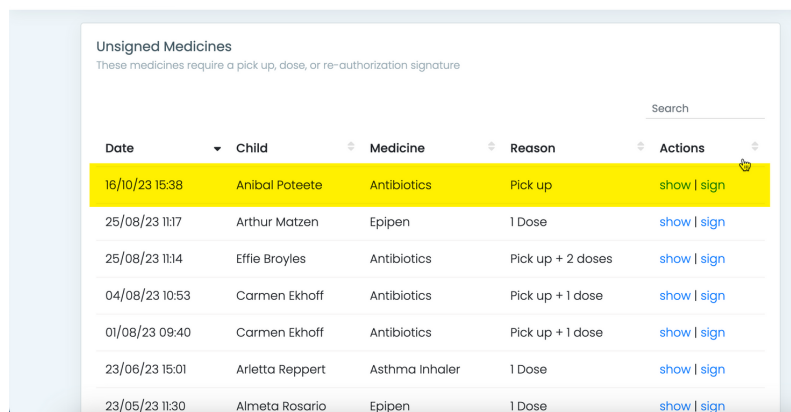
This needs to be signed by the parent or caregiver when they pick up the child.

Category II medicines need to be picked up at the end of each day and then bought back the next day if they're required again.

1 **Find the medicine reports under:**
Dashboard > Unsigned Reports > Unsigned Medicines
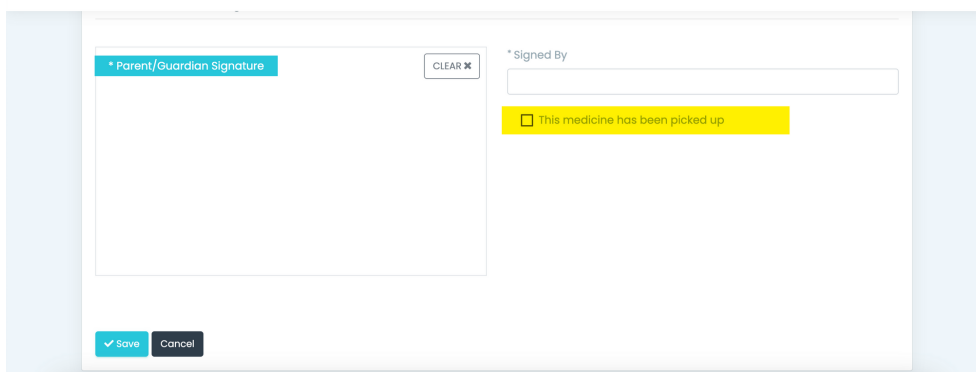
2 **Click "sign" to bring up the report for the parent/caregiver to sign and get the parent to review and sign**

4 **In the case of a category II medicine, ensure the "this medicine has been picked up" box is ticked and the medicine handed over**
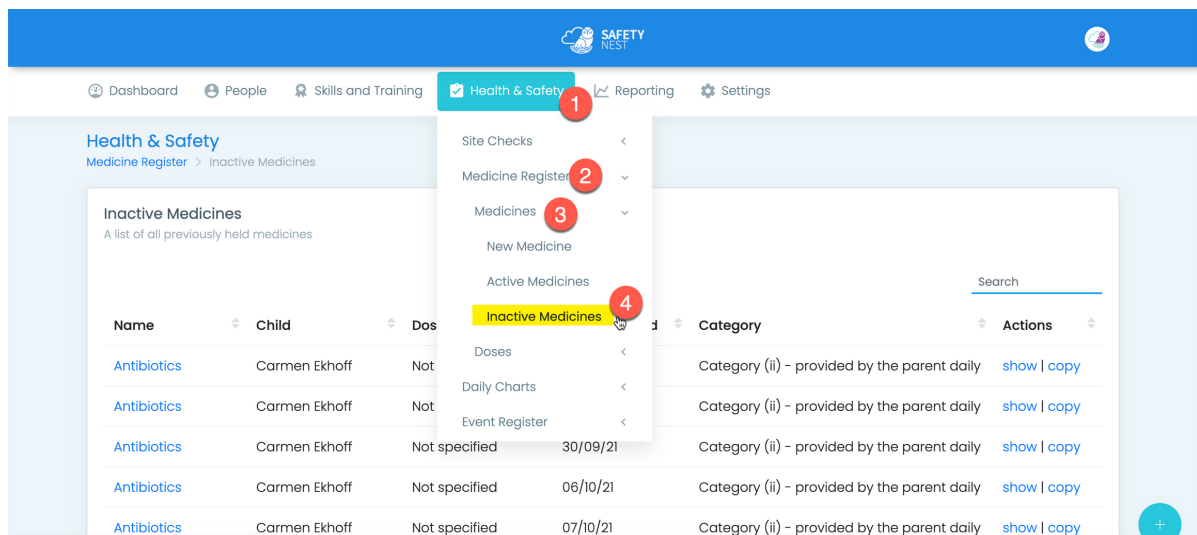
5 **Click save**

How to save time if the medicine is required again the next day:

If a category II medicine is required again the next day, there is no need to re-enter the medicine again. Here's where using SafetyNest can really save you time, and what to do instead:

1 **Go to Health & Safety > Medicines Register > Medicines**
But, instead of clicking "New Medicine" click "Inactive Medicines

2 **Find the child and the medicine in question, and click "copy"**

This will automatically fill in all of the same details you filled in last time.

3 **Check that all the details are correct, edit any that need updating, and get the parent to sign the new form.**

How To: USE THE SLEEP AND TOILETING TOOLS

Welcome to the SafetyNest Sleep and Toileting Tools! These features is designed to help you record sleeps, nappy and toileting events in an easy way that are in the Daily Charts tool

There are two different areas involved in the Daily Charts:

1. **Sleep Charts** – this is where you'll record Sleep Room Checks and sleep records for each child
2. **Toilet Charts** – this is where you'll record all nappy changes and toileting events during the day

Let's learn how to do each of these types of charts.

Your Daily Charts templates will have been entered in for you by your SafetyNest admin person.

Where to find your charts

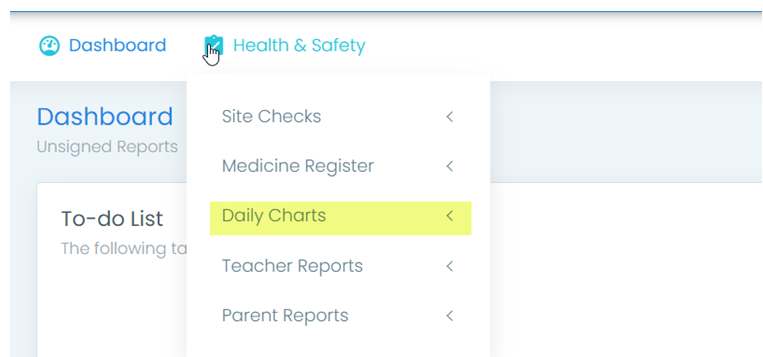There are two places to find your charts

1   **On the Dashboard or through Health & Safety > Daily Charts**

These can be seen on the right hand side of the Dashboard
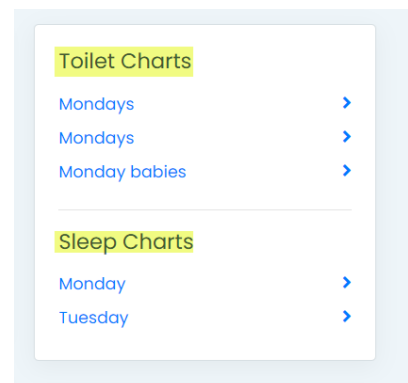
Or by going to:
Health & Safety > Daily Charts

How to use the Sleep Charts

Start by selecting the relevant Sleep Chart for the day and checking the right children are on the list for that day

(1)   Check the list of Children is correct

If the list of children for the day is correct then you don't need to do anything and the chart can be used immediately.

I**f you need to remove a child** due to an absence, click "Remove".
Click the blue tick to save.

If you need to add a child, click on the + icon and choose the child's name from the drop down box.
Click the blue tick to save.

2 Complete a Sleep Room Check

Select your name from the drop down box and click "Checked"
The room check will also show on the Dashboard when it is due

If your team are completing the Sleep Room Checks manually, you can scan this in (or take a photo) and attach is using the "Add a File" option at the bottom of the page.

3 Add a Sleep for a child

Complete the "In Bed" and "Asleep" fields for the child and add in any relevant notes e.g. fell asleep in Teachers arms

Click on the blue tick on the bottom right hand of the screen to save the details

3 **Add a Wake Time for a child**

Go back in to the Sleep Chart

Complete the "Awake" time field and click on the blue tick.

This will automatically calculate the amount of time the child has slept.

4 **Share Sleep information with Parent/Caregiver**

If a Parent or Caregiver requests to see their child's sleep information for the day, click on the child's name on the Sleep Chart and a new page will open with the full details.

If a Parent or Caregiver requests a copy of this information, you can click on the download button on the bottom right hand corner. This will open it in a new screen for you to print or attach to an email.

5 **View and Share Previous Sleep Charts**

If a Parent or Caregiver requests to view a sleep record from an earlier date, you can find these by going to
Health & Safety < Daily Charts < Sleep Charts < Completed Charts

From here, follow the steps for viewing a daily record as per Step 4 above

How to use the Toilet/Nappy Charts

(1)   **Check the list of Children is correct**

Start by selecting the relevant Toilet Chart for the day and checking the right children are on the list for that day

If the list of children for the day is correct then you don't need to do anything and the chart can be used immediately.

I**f you need to remove a child** due to an absence, click "Remove".
Click the blue tick to save.

If you need to add a child, click on the + icon and choose the child's name from the drop down box.
Click the blue tick to save.

How to use the Toilet Charts

(1)   **Record a Nappy Change or Toileting Event**

Complete the "Time" and "Code" and "Initials" fields for the child and add in any notes

Click on the blue tick on the bottom right hand of the screen to save the details

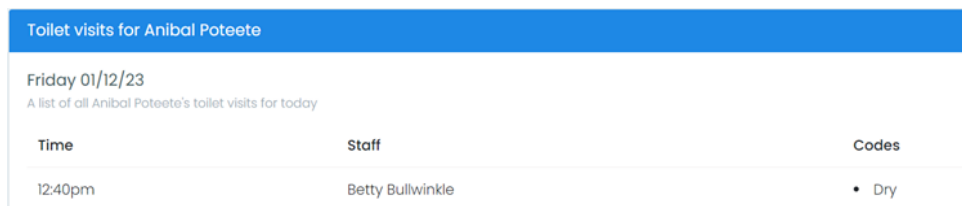Repeat these steps each time a nappy is checked/changed or a child goes to the toilet

(2)   **Reminders**

Once the first nappy change or toileting record of the day has been recorded, new symbols will appear next to each child.

1. A child is due to have their nappy checked/changed or toileted for the day
2. A child has not had their nappy checked/changed or toileted yet for the day

3 **Share Nappy/Toileting information with Parent/Caregiver**

If a Parent or Caregiver requests to see their child's nappy information for the day, click on the child's name on the Toilet Chart and a new page will open with the full details.

Toilet visits for Anibal Poteete		
Friday 01/12/23		
A list of all Anibal Poteete's toilet visits for today		
Time	**Staff**	**Codes**
12:40pm	Betty Bullwinkle	• Dry

If a Parent or Caregiver requests a copy of this information, you can click on the download button on the bottom right hand corner. This will open it in a new screen for you to print or attach to an email.

4 **View and Share Previous Nappy/Toileting Charts**

If a Parent or Caregiver requests to view a sleep record from an earlier date, you can find these by going to
Health & Safety < Daily Charts < Toilet Charts < Completed Charts

From here, follow the steps for viewing a daily record as per Step 4 above

SAFETY NEST

SAFETYNEST TEACHER TRAINING MANUAL

You did it!!!
Now you know how to use SafetyNest, refer to this manual at anytime or refer to our training videos whenever you need a refresher

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