



5.9 Accidents and Illnesses procedures

Guidelines

1. General

- The school maintains a database of contact details of staff and pupil's emergency contact numbers. This will be updated every six months by asking parents to notify the school of any changes in contact details.
- The school currently collects the following information on the health status of all children on enrolment including allergies, blood borne viral conditions, medication and immunisation status.
- Children have a right to privacy. Information about the health status of children will be made available to those people defined in the school policy.
- Teachers and office staff will receive training in First aid and update every three years.
- The school maintains a master first aid kit and several smaller kits that accompany groups going on school trips. If items are used from the travelling first aid kits it is the teacher's responsibility to inform the office staff so items can be replaced. Ice packs are in the office fridge.
- Duty teacher carry "hands free" bags with plasters, photos of students with particular health issues, an emergency card and other first aid supplies.

2. Illness

- All students who attend the sick bay will have presenting information and treatment recorded.
- If in doubt office staff will call parents/caregivers to take a sick child home. The office will also inform the class teacher if a child goes home.
- Staff who have a delegated responsibility for sickbay will have a current first aid certificate.
- These staff will also ensure the sickbay has first aid material
- The sickbay will be manned by y7/8 students at playtime.
- Y7/8 students will call for staff for all accidents and can administer ice packs.
- If the school is informed of or suspects an infectious illness among the school population, the principal with Ministry of Education/ Health advice will take steps to restrict the spread of illness.

3. Reporting Accidents

- The school will maintain an accident register reporting accidents and near misses by staff and students. This is kept in the sick bay and reported to the Board.
- Parents/caregivers are to be informed of an accident unless considered to be minor.
- If the parent cannot be contacted and the child needs medical attention, the child will be taken to the Beach Road A & E clinic by a senior staff member and stay with them until a parent/ caregiver arrives.
- If a child requires urgent medical attention, a senior member of staff will call an ambulance and then inform the parents/caregivers.
- Accidents will be investigated to ascertain whether the accident was caused by a hazard and if so remedial action will be taken. The item will be included in the Hazard report sheet on 365.
- All serious accidents or near misses that reach the **serious harm definition** have to be reported to OSH, Department of Labour on the form provided.
- The chairperson and principal must be immediately informed in the event of a death or serious injury

Serious Harm definition

Any harm that causes the person harmed to be hospitalised for a period of 24 hours or more commencing within seven days of the harm's occurrence.