

## WAIKOWHAI INTERMEDIATE SCHOOL

### **POLICY: A2 ACCIDENTS, INJURIES AND SICK BAY**

#### **Purpose**

The school is responsible for all pupils from the time of their arrival at school, to the time of their departure.

The School takes all practicable precautions to avoid any accident and / or injury, but the possibility of such or of illness occurring to any person necessitates having appropriate procedures for the care of any injury or of ill health that arises while the person is at the school.

#### **Policy:**

- On enrolment essential information relating to the health of each student as well as their parent / caregiver contact details and an emergency contact will be collected and kept on the student database.

Access to this information may be gained through the Administration Staff, Principal and Deputy Principal.

In addition, teachers will receive a list of pupils in their class who have notified medical conditions.

- All First Aid supplies and medication kept in the School will be stored in a secure locked cabinet
- First Aid supplies will be regularly inspected and maintained.
- All 'Immediate First Aid Response' personnel will hold a current First Aid Certificate.
- At all times when the School is officially open for instruction there will be at least one person on site who hold a current First Aid Certificate.
- If any student becomes ill at school, their parents / caregivers will be contacted.
- In the case of an injury, the parents / caregivers of that person will be contacted by the School and particularly if it considers that a student requires medical treatment or would be better treated at home.
- In the event of a medical emergency and the parent / caregiver or emergency contact is unable to be reached the School will act in the person's best interest.
- All incidents of sickness and all injuries will be recorded in the Health Logbook including the action taken.

**ACCIDENTS, INJURIES AND SICK BAY (cont)**

- Prescription or non-prescription medication will not be administered at school unless there is written permission from the parent / caregivers of the particular student. Staff will supervise the taking of medication only where there is written permission that details the level and timing of the medication to be taken.
- Where medication has been taken a record will be kept in the Health Logbook in the sick bay that includes the student's name, the drug and quantity taken, the date and time it was taken, and the name of the person supervising that procedure and their signature.

**Passed by the Board of Trustees:****29 May 2007**

[Date]

**Chairperson:****Karena Stephens-Wilson**

[Print Name]

**Signature:****Review Date:****February 2009**