

MAUNGATAPERE SCHOOL
ACCIDENT & SICK CHILDREN PROCEDURES
NAG 5



To ensure a safe and healthy environment for all children, the school will encourage and fund all staff to attain and update First Aid Certificates.

Accidents:

Procedures:

- ❑ Hurt or injured children will report to the school office where appropriate assistance will be given.
- ❑ All pupils' names, injury and treatment will be entered into the medical record book in the sick bay.
- ❑ Where considered necessary, parents will be notified to collect their child for further medical treatment or the need to monitor.
- ❑ In the case of serious injury a staff member will assess the situation, take appropriate action and consult with another staff member. Action could include making the pupil comfortable, putting in recovery position, not moving for neck or back injuries and calling an ambulance.

Sick Children:

Procedures:

- Sick pupils will report to the school office, where sickness will be assessed so appropriate action can be taken.
- Where considered necessary, parents will be notified to collect their child to care for at home. If parents are unavailable the emergency contact for the family will be used.
- If parents cannot be contacted, pupils will be cared for in the sick bay.
- The school admin. staff will undertake regular monitoring of children lying in the sick bay.
- All pupils' names, illness and treatment will be entered into the medical record book in the sick bay.
- Where necessary the Public Health Nurse will be notified e.g. communicable diseases, ongoing problems or concerns.