



Paekakariki School

Formulated: May 2003

Approved: May 2003

Reviewed March 2007

INJURY/ACCIDENTS

Rationale:

Paekakariki School endeavours to provide a safe environment for our school community. Guidelines are provided to ensure that all possible steps are taken to ensure this.

Purposes:

1. Provide procedures to handle minor injuries and more serious injuries at school.
2. To ensure that children who become ill at school are cared for.
3. To ensure appropriate action is taken with a minimum of delay, to treat the injury.
4. To ensure those who need to be informed are informed.

Guidelines:

1. A duty teacher or an office assistant will attend to all injuries that occur.
2. All staff will wear gloves provided for dealing with injuries involving blood/body fluids.
3. In the case of an injury or illness not of a serious nature, staff will make every endeavour to address the injury.
In the case of serious or suspected serious injury the first staff member contacted will:
 - a. Contact medical assistance
 - b. Notify parent/caregiver and advise of arrangements made.
4. All injuries to the head will be treated as serious and parents informed.
5. If pupils are required to go home parents/caregivers will be notified.
6. A book will be kept detailing an accurate record of all injuries. This information is to be used to identify risk areas in the playground and activities that may be unsafe.
7. There will be a regular reminder to guardians through the newsletter of the need to update information on medical conditions, doctor and emergency contact numbers.
8. All staff members are to be trained in first aid at all times.

Staff

1. If there is a minor injury to staff it must also be written in the injury book
2. The school will ensure that staff have a safe working environment to work in.

Signed: Jeff Boonen
Board Chair