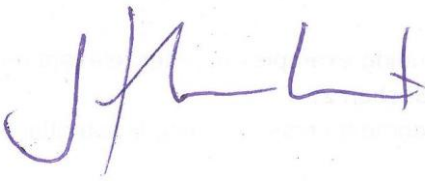




ACCIDENTS, INCIDENTS AND ILLNESSES OF STUDENTS PROCEDURE 2021

Signed By:	James Herbert  _____ Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 4 October 2021
Next Review Date:	Term 4 October 2024
Review Cycle:	Every three years (maximum)

Contents

Purpose

Scope - Accidents covered by this procedure

Procedure

Responsibilities

Checking for medical conditions

First aid treatment – guidelines

Injuries involving bleeding

Medication

Unacceptable actions regarding sick children

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Sending injured or unwell students home
Notification to parents
Reporting
First Aid Supplies
Field Kits
Annual review of accidents and incidents

Purpose

- To ensure excellent care in the event of accident or significant incident
- To minimise the likelihood of accidents or serious incidents through a self-review process
- To ensure excellent communication with parents in the event of accidents and significant incidents
- To ensure all accidents and incidents are recorded

Scope

Accidents covered by this procedure:

- Situations where medical treatment is or may be required
- Situations where a child is hurt, frightened, or distressed to the point that parents would expect be made aware of the circumstances

Procedure

Responsibilities

The management of any accident is primarily the responsibility of the teacher in charge of the child at the time of the incident / accident:

- during class time the class teacher;
- at intervals and lunch time the teacher on duty
- a first aide staff member may be free to take over responsibility.

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- Any staff member who first attends to an accident is responsible for management until a first aide staff member takes over.

The staff responsibilities are, in order:

- to access the situation and prevent harm to all persons
- to ensure that appropriate urgent first aid is given
- to ensure there's no danger to other children
- to see that further medical or first aid treatment is provided if required
- to re-assure and/or comfort the child to reduce distress
- to find out the circumstances leading to the accident / incident as accurately as possible
- to record the details on the First Aid Room
- ensure the parent / caregiver is informed if deemed necessary

Checking for medical conditions

Where medical treatment is required, before a parent/guardian can give consent, the Administration staff **MUST** check pupil files on the School Office computer for information regarding medical conditions or warnings.

First Aid Treatment - Guidelines:

- Under no circumstances should children administer any first aid treatment to other children - including cleaning and dressing wounds. Parents have the right to expect that their children will receive competent adult assistance.
- Where a member of staff is unsure of appropriate treatment, she or he should consult with a first aid member of staff.

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- Where medical treatment is required, every effort must be made to inform the parent/guardian BEFORE treatment is given (if deemed necessary), but not to the extent that it delays urgent treatment.

Injuries involving bleeding

Staff are required to use gloves when treating pupils if there is blood or bodily fluids involved.

Medication

All medication for specific allergies or other needs will be stored in a locked cupboard in the office.

NB: No medication may be administered to a child without parental consent. This includes Paracetamol (refer to student Enrolment Form for Paracetamol permission and regular medication details).

Unacceptable actions regarding sick children:

Under no circumstances should sick or injured children:

- be attended to by other children in the first aid room.
- be sent home unaccompanied without parent permission.
- be left at home by themselves.
- be left unattended for long periods in the First Aid Room without regular monitoring (another child may stay with them following treatment)

Sending Injured or Unwell Students Home

- If a child is unwell, they will be looked after until home can be contacted:
 - A child may only be sent home once a caregiver has been contacted by the School Office and permission given for the child to leave
 - In general; it is expected that a caregiver will collect the child
 - An injured child must be monitored regularly until collected

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- During class time, the School Office will inform the class teacher if a child from their room is to be sent home. Teachers inform the School Office if a student is missing after the morning tea and lunch breaks.

Notification to parents

- We need to ensure that parents are well informed about what happens to their children while at school.
- We need to act in ways that show we understand many parents/caregivers would want the opportunity to come and see the child and determine for themselves if further action is necessary. Where a child has received a bump or lump to the head, the incident is to be recorded and the parents are to be informed (if deemed necessary, erring on the side of caution).
- Parents are to be contacted about injury to their children if:
 - The child has received a bump or lump to the head (if deemed necessary, erring on the side of caution)
 - The child's injury required a Doctor's opinion
 - The child's injury is likely to leave a mark, welt or bruise
 - There is a deep cut to the skin, or there is significant bleeding
 - The child has been assaulted by another child resulting in the perpetrator receiving some disciplinary action, i.e.: it was serious. Staff member is to liaise with member of Leadership Team for appropriate action.
 - The child has been traumatised by the incident. If there is any doubt, contact the parent.
- It must be noted on the accident record who has/will contact the parents.

Reporting:

- An accident/incident entry in the accident record will be completed in ALL cases where:
 - treatment other than simple cleaning and dressing of minor cuts and scratches is required

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- a parent could reasonably expect to be informed of the injury and circumstances leading to it
- the child is involved in a distressing incident which the parent would want to know about
- The teacher responsible for the child at the time of the accident is responsible for reporting the accident. If some other person attended to the accident, they can assist the teacher to complete the report.
- Should there be an accident relating to an injury on the Definition of Serious Harm list, the Principal is to be informed and a Worksafe NZ Notification is to be completed by the Principal.
- A copy of the signed Worksafe NZ Notification report will be provided for the parent/guardian. In serious cases a copy of the Worksafe NZ Notification will be provided for the Board of Trustees.

First Aid Supplies

- A reasonable stock of first aid items will be readily available and kept current. This will include current details of some pupils with serious health conditions readily available on charts in the First Aid Room. Ice packs are kept in the freezer in the Staff Room.
- Administration staff are encouraged to keep their knowledge of first aid procedures up-to-date and have a current First Aid Certificate.

Field Kits

The school maintains day trip and overnight camp First Aid Kits. This is required to be uplifted by any teacher taking a class on a visit away from school. If items are used during an outing, the School Office is to be notified on return so that they can be replaced.

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Review of accidents and incidents

- The Health & Safety Committee will regularly review any accidents and injuries, looking for any concerns, trends or patterns.
- This information will be included in the report which is presented regularly to the Board of Trustees and appropriate actions undertaken.