



St James' Catholic School

Whakaruru Hau A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

ST JAMES' CATHOLIC SCHOOL BOARD OF TRUSTEES

Policy on Providing Care for Sick or Injured Students

Date Reviewed:	May 2017
Review Team:	T Edwards, C Cosgrove, , T Royds, S Cotter , G Clear
Date of Next Review:	May 2020
Connection to the Bishops document "The Catholic Education of School Age Children"The Catholic school declares its programme and its determination to uphold it. It is a genuine community bent on imparting, over and above the academic education, all the help it can to its members
Related Documents:	Action Plans Policy on the Administration of Medicine at St James' Catholic School by Staff Members
NAG	5
Community Consultation:	December 2017
Signed:	
Approval Date:	26 February 2018

INTRODUCTION

The School is responsible for all students from the time of arrival at school, to the time of departure. This means that appropriate procedures must be in place to care for sick or injured children until they are collected by their family/whanau.

GUIDELINES

- In a medical emergency, first aid will be given to the child by staff members holding a first aid certificate whilst waiting for the arrival of emergency services. In the case of children who have life-threatening allergies, the prescribed adrenaline will be administered to the child whilst waiting for emergency assistance. As per their Individual Medical Profile which is kept in the First Aid Room in the Admin Block. In both circumstances, the child's medical profile will be made available to ambulance personnel on their arrival. The child's family/whanau will be contacted as soon as possible. In the interim a first aid certified staff member will remain with the child.
- Injuries will be attended to by the staff member holding a first aid certificate. When injuries are deemed as requiring medical intervention, the Principal or delegated authority and the family/whanau must be informed immediately. On the occasion that family/whanau, or the

emergency contact individuals are unable to be contacted, school staff will transport the child to an Accident and Medical Centre and stay with the child until such a time that the family/whanau or emergency contact individual arrives. The decision to take this action will be made by the Principal or their delegate. All injuries will be managed using basic first-aid principles. The staff member attending to the child's injury is responsible for recording it in the School Health and Safety Reporting Software - PeopleSafe. These records are reviewed for potential hazards at the monthly meeting of the Asset Management/Health and Safety Committee.

- Sick children will be attended to by the certified first aid office staff. If there is any concern that the child's illness is infectious in nature, the child's family/whanau will be contacted and asked to collect their child promptly. To prevent illness from spreading, it is important for students and staff to stay away from school when they are ill. How long they should be home depends on their illness. Refer to the [Ministry of Health School Exclusion Guidelines](http://www.health.govt.nz/your-health/conditions-and-treatments/school-exclusion) (<http://www.health.govt.nz/your-health/conditions-and-treatments/school-exclusion>).
- Parents are responsible for informing the School Office and the child's teacher if their child has an injury or illness that affects the wellbeing of their child or the health of other children. Family/whanau will be required to provide a letter advising the School Office of the condition/injury, the limitations the child has, and any special care required whilst the child is at school. A member of the office staff will inform those staff members who need to know about the child, and will ensure the letter is kept in a secure location to ensure privacy is maintained.
- Children with known long-term medical conditions (eg. asthma, diabetes) require a Personal Action Plan (see Appendix 1 and 2) to be completed by the family/whanau. Action Plans are then kept in the School Sick Bay, and are followed when necessary.
- The school will ensure that a medical profile is kept for each child with a known long term medical condition. This information is gained at the enrolment, and then updated on an annual basis. Parents are responsible for informing the school if a change to their child's health status has occurred during the school year, so that the profile can be updated. Teaching staff are advised and have access to their class medical profiles.
- In the situation where a classroom teacher requires immediate assistance to care for a sick or injured child, the teacher will either send a student to the certified first aid office staff member, or ring through to the School Office requesting assistance.

SPECIAL CHARACTER

The Board of Trustees is committed to ensuring that the Special Character Values and Philosophy of Hato Heemi (Whakaruru Hau) underpin all Governance and Management Policies and Procedures.



Personal Action Plan for Students with Serious Medical Conditions

Teachers should help to ensure that students with a serious medical condition have a personalised action plan. This would be kept in a safe accessible place at school. Please complete the following form in conjunction with your child and GP where appropriate.

Students Name: _____ Age: _____ Room: _____

Specific Medical Condition: *(please describe symptoms)*

Parents Contact details:

Name: _____
Home: _____
Work: _____
Cell: _____

Parents Contact details:

Cell: _____
Home: _____
Work: _____
Cell: _____

Normal Treatment:

Medicine	Dose	Time

Other Information:

Additional medication at school is kept at:

In the event of a serious attack, the School will act as follow: *(please set out a specific action plan to be carried out by the school.)*

Signed:

Date:



Personal Action Plan for Students with Asthma

Teachers should help to ensure that students with a Asthma have a personalised action plan. This would be kept in a safe accessible place at school. Please complete the following form in conjunction with your child and GP where appropriate.

Students Name: _____ Age: _____ Room: _____

Asthma Symptoms: *(please describe)*

(Example: My child usually has very mild symptoms twice each month. Attacks can be severe and usually occur about three times each year. Never in hospital with asthma).

Parents Contact details:

Name: _____ Cell: _____
 Home: _____ Home: _____
 Work: _____ Work: _____
 Cell: _____ Cell: _____

Asthma Treatment:

Medicine	Dose	Time

Treatment for an asthma attack at school:

Medicine	Dose	Time

NB: Please be sure to complete the section above if your child has regular asthma attacks.

Other Information:

Additional medication at school is kept at:

In the event of a serious asthma attack, the School will act as follow: *(please set out at specific action plan to be carried out by the school.)*

Signed:

Date: