

## **NAG 5 Health, Safety and Wellbeing Procedures Index**

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**1) Maintaining Currency of Legislation**

In order to ensure all legal obligations in relation to current Ministry of Education (MoE) legislation please follow these procedures:

- The principal will read, disseminate and file all MoE legislation as it arrives at the school.
- Staff members who learn about recent changes to MoE legislation or new legislation will ensure the information is passed on to the senior management team.
- A watching brief will be maintained of the MoE website by all senior managers.
- Senior managers will ensure they attend appropriate MoE information updates.

## 2) Child Protection Students

In order to ensure the physical and emotional wellbeing and safety of all students at Royal Oak Primary School, our child protection procedure supports our staff to respond appropriately to potential child protection concerns, including suspected child abuse and neglect.

Reported child abuse and neglect will involve:

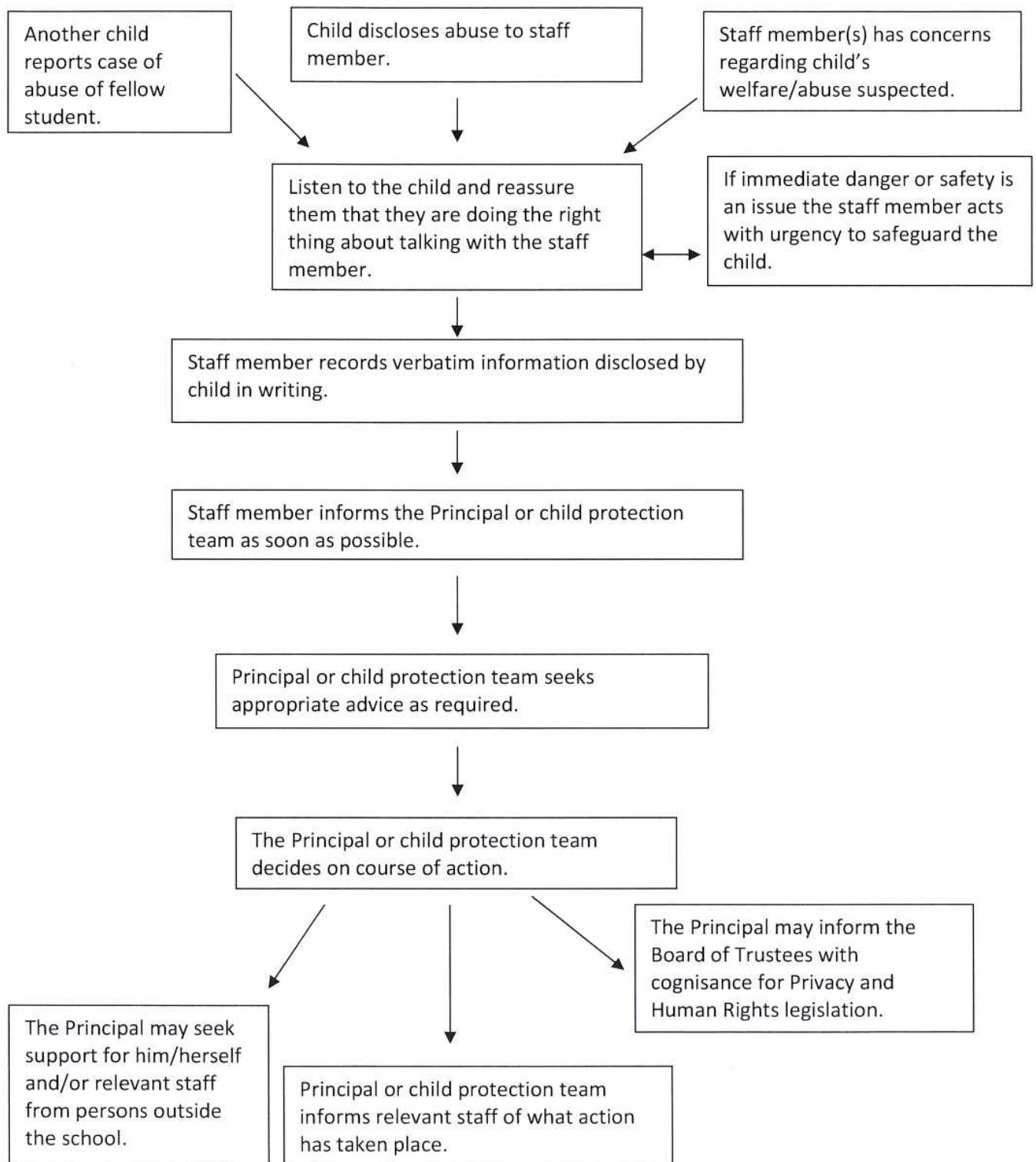
- paramount consideration being the welfare and interest of the child
- appropriate guidelines for teachers and others working with children
- commitment to ensure that children are provided with preventative education (ideally on a 3-year cycle)
- the development of procedures for dealing with cases of current or historical abuse
- identification of external agencies used, services provided, liaison required along with appropriate procedures

Please follow these procedures:

- Staff, including part time and relieving teachers, are provided with training and/or relevant documentation in recognizing signs of physical emotional and sexual abuse. Refer to “How Can I Tell?” Recognising child abuse (Child Matters)
- If child abuse or potential child abuse is suspected, witnessed, reported or disclosed; the matter must be reported immediately to the Principal (or child protection team)
- Confidentiality of the information is protected at all stages
- If a child discloses any abuse, listen and reassure them but do not make promises or commitments, you cannot keep
- Do NOT formally interview the student- obtain only necessary relevant facts if and when clarification is needed
- Carefully record any physical or behavioural observations and ensure anything said by the student is recorded verbatim
- Check that the comments and events surrounding the concern have been recorded in writing Include date, time and who was present. The recorder needs to sign the information.
- No photos are to accompany a report unless requested by legal authorities. Eg: Oranga Tamariki (OT), Court
- Do not ask the student to tell their story again to another staff member
- The Principal, or specified designated person will contact OT (0508326459) or the Police to make a report of concern (May phone 508EDASSIST 0508332774 the school helpline to get advice and ensure they are covered under the Vulnerable Children’s Act)
- Consultation will take place between the Principal and OT to decide who will inform the parents or caregivers and provide support for the family
- Ensure that the student has a designated advocate supporting him/her through this process
- After notification to OT or Police, Principal and staff are encouraged to seek the support and counselling from appropriate persons if required
- The Board of Trustees is alerted to the situation, in committee, if deemed appropriate by the Principal
- The Principal will ensure staff involved are treated with compassion and offer counselling if required
- All staff will be police vetted as per Teachers’ Council requirements

## Following suspected or disclosed incidence of any abuse

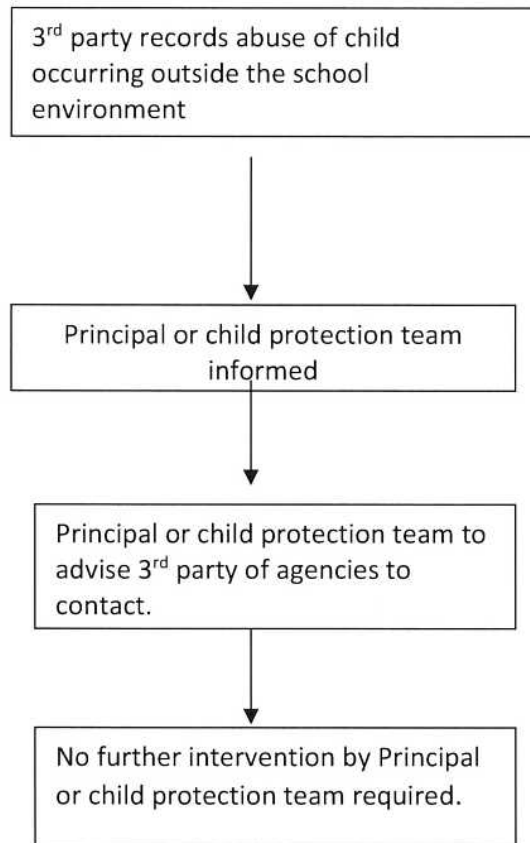
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#### **Points to note:**

- Documentation may be used in court as evidence for any person/s
- Avoid making judgements – simply record the facts.
- Interviewing suspected abuse victims is best left to those who are trained in such techniques.
- The Principal or child protection team should be responsible for ensuring that the child's welfare remains paramount.

**Following suspected or disclosed incidence of abuse**





**Additional comments related to the disclosure**

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Signed.....Date.....  
Time.....



### 3) Hazards and Maintenance

In order to ensure the safety and care of children, staff and visitors at all times please follow these procedures:

- All staff must be actively involved in the management of hazards.
- In day-to-day situations if a staff member identifies a hazard, or has it communicated by a parent, he or she should assess the seriousness of the hazard and, if possible, eliminate it.
- Report any hazard that cannot be eliminated to the property manager either by phone if urgent (021 512457) or by email as soon as possible.
- The property manager will recommend the control measure:
  1. Eliminate – repair/remove
  2. Isolate – use warning signs
  3. Minimise – provide training and monitor
- The property manager will ensure known hazards are monitored on a daily basis.
- The property manager will also attend to any reported hazard and assess the hazard, eliminate, isolate or minimize the hazard and inform staff concerned of control measures.
- Review hazard register on an annual basis during Term 4 in consultation with the property manager.
- The Ministry of Education and other government agencies, such as OSH and ACC, shall be notified of incidents as required by legislation or where deemed by Senior Managers to be necessary.
- Senior Managers will ensure staff and children practise emergency procedures each term.

All staff will be involved in the process as follows:

- Teams will review the general classroom section
- Senior managers will review the general indoors and outdoors sections
- Property manager will review property maintenance sections
- The office staff will review the administration section.

#### 4) **Illness and Injuries to Children**

In order to ensure the safety and care of children in the event of an accident please follow these procedures:

- Parent/guardian and caregiver emergency contact numbers are to be updated at least annually by the school and parents will be requested to notify the school immediately whenever a change occurs.
- All injuries and illnesses will be referred to the Health Room for treatment.
- All referrals to the Health Room will be recorded accurately in the Health Room computer/accident register.
- All injuries requiring outside medical treatment will be recorded on the child's eTap profile – this generates the report for the Board.
- In the event of injuries or illnesses requiring outside medical treatment, parents/guardians, caregivers or emergency contacts are to be contacted immediately.
- In the event of a child being sent for further medical treatment, the school will make a follow-up call to the parents, unless parents have notified us of the outcome prior.
- In the event of **serious** injuries or illnesses requiring immediate urgent medical treatment, the school must call an ambulance first to care for the child and then call the parents/guardians. The school has discretion to call the emergency medical services prior to calling the parents.
- In the event of head injuries, parents/guardians are to be notified by telephone. Where there has been no subsequent contact then a follow up note will be sent home on the day of the injury by the office, confirming the injury and action taken. If a child returns to the classroom the teacher should be notified of the injury.
- In the case of an injury requiring outside medical treatment, and the parent/guardian cannot be contacted, the Principal's permission is required so the child can be taken to a medical facility accompanied by a delegated staff member.
- In the case of an illness and/or injury, and a parent/guardian or caregiver cannot be contacted before 3pm, an ill and/or injured child will remain at school until parental contact has been made.
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- The School will adhere to the rulings handed down by the Ministry of Health on contagious diseases.
- Accidents and serious illnesses will be reported to the Board by the Principal in his/her twice termly report.
- Children who suffer from a potentially life threatening allergy or other medical condition should wear a 'medical alert' bracelet/necklace advertising that fact.
- Individual Health Action Plans are kept in the Health Room, with a copy in the classroom filing cabinet for staff to follow.
- For extreme (life-threatening) conditions, information is shared at staff meeting and a record kept in the relevant playground duty bags.
- Administration staff will hold a current First Aid certificate.

## 5) **Emergency Procedures**

In order to ensure the safety for all at a time of any emergency, please follow these procedures:

- Procedures will be clearly documented and known by all school staff and students.
- Procedures will be displayed in classrooms, taught in class lessons, and emergency procedures practised on a regular basis.
- The school maintains an Emergency Kit. This is located in the Health Room and is updated the first week of each term.
- The procedure for Fire and Civil Emergencies will be reviewed annually and displayed for all to use.
- The website, email and texting process is used as means of conveying general messages if possible.
- A checklist of tasks is maintained by the Office Administrator (and checked off during all practices).
- Maintain a calm and reassuring demeanour in all instances (either practice or real) and remember that common sense prevails.
- Refer to the School Organisation and Procedure File for details.

## 6) Attendance

In order to ensure the optimal learning of all children through regular attendance at school, please follow these procedures:

- Electronic Attendance registers will be kept to record attendance, lateness and non-attendance.
- Teachers will report to the Principal any student whose pattern of attendance causes concern.
- Teachers must ensure a consistent system for completing electronic attendance registers, twice daily at 8:50am and 1:30pm
- Paper rolls are available for relieving teachers as required.
- The office staff will phone home to the parent of any child unaccounted for as early as possible in the day.
- Parents must contact the school if their child is absent.
- A child who is absent without explanation for 3 consecutive weeks will be considered truant.
- A child who is absent on a continual basis will be considered truant.
- Parental notification is needed for children taking extended holidays.
- Late children will be given a late stamp and must report to the office.
- Children will be made aware by teachers of the need to be at school on time and regularly.
- Use will be made of formal communications to remind parents/caregivers of the expectations of regular attendance.
- Parents will be invited to meet with the Principal if regular lateness or absence is noted to consider next steps e.g. referring to truancy officers.

## 7) Communicable Diseases

It is the responsibility of the Board to provide appropriate information to parents, staff and students about communicable diseases whilst protecting the privacy of individuals.

- “Information for Parents” is available from the school office and is provided to parents on enrolment.
- The Ministry of Health will update staff about procedures for dealing with communicable diseases.
- Staff will notify the Principal if they suspect that a student has a communicable disease. The Principal will notify the parents if necessary.
- Information about the health needs and status of any student is documented and is subject to the Privacy Act.
- Staff will use disposable gloves when dealing with all body fluids and blood from cuts or accidents.
- Open wounds must be covered at all times.
- Hats, combs and head gear should not be shared.
- The Principal reserves the right to exclude students who are known to have a communicable disease.

## 8) Administering Medication

In order to ensure children who require medication during the normal school day are able to take it safely and with parental consent please follow these procedures.

- Under NO circumstances shall staff administer the first dose of any medicine to a child.
- Parents must sign a Medicines Administration and Medical Treatment Agreement when enrolling children at the school. No medicine will be administered to a child by a staff member until the agreement is signed.
- Designated staff will be given the appropriate training and information on medicine administration.
- All medicines brought to school must be:
  - Clearly marked with the child's name, doctor's name, date and parents' phone numbers.
  - Clearly detailed with the dosage, administration details and any other relevant information as to how and when the medicine is to be administered.
- Medication must be kept in the school administration area, not with children or in classrooms.
- Type 1 diabetes students will have their testing kit and supplies with them in the room at all times. They will have a trained Support Staff member supervising them.
- Staff may defer the decision to the Principal of whether to administer medication. The Principal may decline to administer medication and advise parents of this decision.
- Parents of children with asthma or life threatening allergies must supply the school with an action plan for administration of any medicines including treatment devices such as inhalers. This will be lodged with other information on the school's database.
- Parents of asthmatic children, children with any condition requiring self-administration (eg diabetes) or children with life threatening allergies must sign a disclaimer to allow the child to self-administer the medicine. Accordingly parents of such children will be responsible for the child's medical requirements whilst at school.
- Children with a potentially life threatening medical condition should wear a medical alert bracelet/necklace.