



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

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Accidents, Illness & Administration of Medication

### **Rationale**

The School is required by National Administration Guideline (“NAG”) 5 to:

- provide a safe physical and emotional environment for students;
- comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees

The health and wellbeing of students is the school’s primary concern. The school accepts that it is in “Loco Parentis” in the event of accidents, illness and has a duty of care to meet any identified health needs of students, in line with the Health & Safety At Work Act, 2015.

### **Purpose:**

To ensure that staff are appropriately informed and equipped in order to ensure that students are adequately cared for in the event of accident/illness and/or identified health needs.

### **Requirements:**

#### **Sickness/accidents**

1. In the case of sickness and accidents, the advice of the staff member in charge of

first aid and the sick bay should be sought

2. The school office/sickbay staff will be notified whenever a child is brought to the sick bay. They will take responsibility for the injured or sick child.
3. If a serious injury is suspected, a staff member will remain with the pupil and immediately call for assistance. The child should not be moved until a medical assessment has been made
4. In the event of urgent medical needs, the school will contact an ambulance/doctor / and/or Healthline as deemed appropriate in the first instance
5. Where the sickness or accident is considered sufficiently serious, (and in all cases where a child has suffered a blow to the head) all reasonable efforts will be made to contact the parents as soon as possible
6. When children are treated in the sick bay, or admitted to the sick bay, details will be entered in the 'Accident & Sickness Register'.
7. An accident form is to be completed for any serious accidents where off site medical treatment is necessary
8. In the event of workplace injuries, reports will be made to Worksafe as required
9. The Principal must be informed of any accident / illness of a serious nature, and an "Accident Report" form submitted and kept on file (as soon as is reasonably practicable)
10. The Board will be provided with a periodic summary report of serious accidents and/or injury, and actions taken
11. Class teachers will be issued with supplies of plasters, tissues and gloves etc. for treatment of minor injuries in class. Class teachers should request replacement items from the school office as needed.
12. Disposable gloves should be used where any body fluid or blood is present, and appropriate PPE used where there may be risk of exposure to infectious disease
13. Information on individual health matters will be requested on enrolment and at other times as deemed necessary. These shall be referred to in the case of emergency / illness
14. The sick bay is to be maintained in a clean and hygienic state at all times
15. The staff member with sickbay responsibilities will ensure that medical supplies held in the sick bay are maintained at appropriate levels. The first aid kits used on field trips should be similarly maintained
16. The staff member with sickbay responsibilities will ensure that the defibrillator unit is kept in good working order and serviced in line with manufacturer instructions
17. The school will ensure that key staff members are first-aid trained and certificated as required to ensure that first aid expertise is current and up to date

#### **Administering Medication:**

1. All requests will be made by parents / caregivers in writing on the schools "Administration of Medication" form, including dosage and medical directions for administering the medication
2. The medication must be provided by the parent/guardian to the school. The parent must ensure the first dose is not given at school. In exceptional circumstances where a parent has given verbal consent, common medication held by the school (i.e.

Panadol, Paracetamol syrup) may be administered by the staff member on duty. This would typically only be considered if there is a significant delay expected for the child to be collected from the school by a parent or caregiver

3. All medication must be kept in a 'child proof' cupboard in the medical room. (Exception – labeled asthma inhalers and accessories may be kept in First Aid cupboard.)
4. Medication will be administered by the delegated persons, witnessed by another adult, and details recorded.
5. The Principal reserves the right to decline requests to administer medication if, on reasonable grounds, it is determined that doing so may pose a risk to the child or require specialist expertise that cannot be provided by staff
6. The delegated person / persons will take all reasonable steps to administer the medication as requested by the parents / or guardians and in line with written medical directions, but the school accepts no responsibility in this regard
7. For acute medical conditions (e.g. life threatening reactions to stings, severe asthma etc) a Personalised Action Plan will be compiled collaboratively with the parent / caregiver.

#### **Related Policies:**

Health & Safety  
Supervision of Children Policy  
Communicable Diseases  
Pandemic Plan  
Privacy Act

Signed: Murray Streets, Presiding Member

Date: June, 2022

#### **Policy review details**

Version / date: June, 2022  
Review cycle: Bi-annual  
Date for next review: June, 2024