

# Napier Central School



## NAG 5.6 Health & Safety

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### Medical Room

#### Goal

This school is responsible for all pupils from the time of arrival at school, to the time of departure. Procedures need to be maintained for the care of all children in all aspects of safety and health whilst at school, particularly in the light of Health and Safety Act 1992.

#### Objectives

- To provide adequate facilities for all children to be attended to following accident or sickness at school.
- To provide a book to record all injuries and the attention given.
- To record up-to-date contact numbers of all parents so that attention can be given to all children without delays.
- To ensure that class teachers have up-to-date medical information about every child in their class.
- To ensure that all staff as well as the class teacher are aware of individual children and their medication in cases of emergency (allergy to bee stings, asthmatics etc).

#### Procedures

1. The Office Staff will receive First Aid training. In instances of infectious diseases they operate under the guidelines provided by the Ministry of Health. They will refer to the school's Public Health Service for further advice and reference.
2. Limited first Aid supplies are provided in the Medical Room cupboard.
3. A register of all pupils' medical conditions, or medication needs is kept in the Medical Room.
4. If a severe allergy and/or risk of anaphylaxis are indicated, the parent needs to obtain written medical information from the child's doctor. This should clearly state what the child is allergic to and include a copy of the allergy or anaphylaxis action plan to be followed in the event of a reaction, signed by the doctor.
5. During class teaching hours the office staff has responsibility for the care of pupils in the Medical Room.
6. Teachers on duty are responsible for ensuring that all accidents/injuries in the playground are attended to.
7. If an injury is sufficient to require further treatment by a doctor, staff will consult with the principal first, and then inform parents immediately.
8. The Principal via the office staff will ensure that specialised aid (hospital / doctor) is available if parents cannot be contacted.
9. All injuries where first aid is given will be recorded in the Medical Book.
10. Head and back injuries are regarded as serious. Parents are to be informed immediately and the Principal notified.
11. The Area Public Health Nurse who visits the school regularly will deal with ongoing medical problems.

**RELATED POLICY:**

Administering Medication at School.

Reviewed 2016