

## **5a: POLICY MEDICAL AND HEALTH**



**RUAHINE SCHOOL**

The Best I Can Do, The Best I Can Be  
Tū māia au ki te māia, tū rangatira au ki te ao  
333 Maharuaia Road, RD2, Dannevirke 4972  
Phone: (06) 374 9200 Fax: (06) 374 9088  
Email: office@ruahine.school.nz Website: www.ruahine.school.nz

### **RATIONALE**

Ruahine School has responsibility for the health and safety of the students and staff. To ensure their safety, it is necessary to have clear processes and guidelines.

### **PURPOSE**

1. To develop appropriate medical procedures, systems and signage
2. To regularly monitor and review the effectiveness of these procedures, systems and signage

### **GUIDELINES**

- Maintain first aid supplies and the first aid cabinet
- Maintain first aid and medical emergency practices
- Regular practices of emergency procedures for fire, earthquake and lockdown will be held each term. Reviewed after practices
- School programmes incorporate managing anaphylaxis, epilepsy etc as required. Reviewed annually or after an incident
- Staff will have regular reminders of medical needs, stores and processes. At least once a year.
- New staff will be taken through induction forms
- Medical emergency and medicine posters and other instructions will be easily located in the sick bay
- In a medical emergency, the Principal or their Delegate will have ultimate authority. The Office Administrator will manage the medical emergency with support from the leadership team.
- Procedures are to be followed for all medical and first aid events

### **CONCLUSION**

By ensuring staff and students are familiar with the above procedures, the school will be a safer environment.

Chairperson:

Principal:

Policy No:

5a

Date of Adoption:

August 2020

Reviewed:

### **Reference:**

**Worksafe:** <https://worksafe.govt.nz/notify-worksafe/>

**MOE Health and Safety:**

<https://www.education.govt.nz/school/health-safety-and-wellbeing/student-and-staff-health/injury-and-illness-management/>

**Ministry of Health - Infectious Diseases:**

<https://www.healthed.govt.nz/resource/infectious-diseases-0>

<https://www.health.govt.nz/our-work/diseases-and-conditions/communicable-disease-control-manual>

### **Procedures:**

- 5a.1 Asthma and Allergies Management
- 5a.2 Healthy Eating and Drinking
- 5a.3 First Aid, Injuries, and Medical Care
- 5a.4 Infectious Diseases
- 5a.5 Sun Smart
- 5a.6 Sleepover at School
- 5d.5 Pandemic (under 5d - emergencies)