

NORTHLAND SCHOOL

Health and Safety Procedures Traumatic Incident



Rationale

In case of a traumatic incident a set of prescribed procedures will ensure that the school is able to function effectively. It will also enable the school to provide support for students, families and staff affected by a crisis

Stage One – Initial Response

- Contact Emergency Services, seek additional help from staff to implement first aid
- Notify the Principal and Associate Principals
- Contact families of student/s involved
- Assist Emergency Services

Stage Two – Principal's Response (or Associate Principals)

- Develop initial management plan for the current situation considering safety of other students
- Contact the Board Chairperson who will then contact other Board members
- Call a staff meeting to inform all staff of the situation
- Contact Ministry of Education traumatic incident service for support (0800 848 326)
- Appoint a media liaison person (approach the Board Chairperson)
- Keep minutes or notes of the event and actions taken

Stage Three – Staff Meeting

- Inform staff of situation
- Identify students and staff in need of additional support
- Plan the next day
- Allocate responsibilities
- Call a second meeting early the next day to inform staff of current situation

Stage Four

- Contact MBIE if appropriate

Stage Five

- Maintain contact with the family
- Update minutes or records of the event and follow-up procedures or actions
- Update Board Chairperson

Stage Six - Second Staff Meeting

- Update on situation
- Programme for the day
- Next steps
- Outline counselling/support available
- Organise flowers etc for family, staff members
- Arrange relievers or redistribution of classes if necessary

Stage Seven – Principal's Response

- Complete MBIE report if appropriate
- Inform parent community if appropriate
- Update minutes or record of the event
- Provide on-going monitoring, counselling and support for students and staff involved

Stage Eight – Debrief

- Evaluate incident, complete incident report – submit summary to the Board
- Review traumatic incident procedures and actions of people involved
- Adjust procedures if necessary