

# TOKOMARU SCHOOL



## POLICY 5.1 (NAG 5)

### HEALTH & SAFETY POLICY

#### RATIONALE

Our students learn and achieve best, when they are in a safe, healthy and supportive environment.

#### OBJECTIVES

To provide a safe physical and emotional environment for students;

To promote healthy food and nutrition for all students;

Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

#### GUIDELINES

**Student Behaviour Guidelines.** The Principal will ensure that an effective student Positive Behaviour Policy is in place that promotes a caring school community, while challenging negative conduct/attitudes. The BOT will ensure that it has protocols for suspension/exclusion meetings, that meet the requirements of the MOE Guidelines.

**Safe Physical Environment.** The school will meet standards as required under the 'Health and Safety at Work Act 2015', and the Principal will ensure that the environs are checked on a regular basis for any safety hazards. The BOT will ensure that the school has effective processes for dealing with any safety concern that may develop during the daily operation of the school.

**First Aid/Sick Bay Procedures.** The Principal will ensure that the school has First Aid and Sick Bay facilities to care for sickness and First Aid needs of students. Records will be kept of student medical information, and treatment/medication administered. The Principal will ensure that all school staff are familiar with the guidelines on responses to the occurrence/knowledge of communicable diseases.

**Safe and Healthy Guidelines.** The Principal will ensure that a programme of guidance/instruction for students that promotes 'keeping ourselves safe', and the avoidance of harmful substances and practices, is provided for our students. Programmes will be recorded and planned for via the '5 Year Programme of Events' document.

**SunSAFE.** The Principal will ensure all students and staff follow the 'SunSmart Policy 5.1.2' and Cancer Society guidelines around sun exposure.. This policy include the wearing of hats, T-Shirts and sun creams when appropriate in the summer months. The BOT will regularly review the provision of shade areas within the school environs.

**Student Complaints.** The Principal, supported by the BOT, will ensure a prompt and effective response to student complaints of physical or sexual abuse, by another student, a staff member or other persons. Collective or Individual Employment Contracts will be followed in cases were staff are alleged to be involved. The BOT Chairperson will be advised/consulted, especially where referral to outside agencies is required.

**Education Outside the Classroom.** The Principal will ensure that groups leaving the school for EOTC, follow Tokomaru Schools E.O.T.C. Guidelines (Procedure 1.1.8 Education Outside the Classroom).

**Food Hygiene and Nutrition.** Tokomaru School recognises the importance of good nutrition and healthy eating habits in children. It is important that students possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. The Principal will ensure that all legal requirements relating to the safe handling and storage of food are complied with, when groups are providing food for student/staff/community consumption. Healthy food choices will be promoted at Brain Food breaks in classrooms (and in enrolment packs).

**Animal Care.** The Principal will ensure that the Animal Welfare Act 1999 is upheld by students/staff whenever animals are on the school site for educational purposes.

<b>Linkage between Safe School Management Policy, Procedures and Supporting Documents</b>	
<b><i>Policy / Procedure / Topic</i></b>	<b><i>Supporting Documents</i></b>
5.4 Positive Behaviour Policy	5.4.1 Restricted Playground Procedure 5.4.2 Behaviour Flow Chart 5.4.3 Tokomaru Treaty 5.4.4 TTT Explanation
Safe Physical Environment	School Building system and feature manual (Argest) Monthly Playground Maintenance Checklist
First Aid/Sick Bay Procedures	Medication and Treatment Records. 5.1.1 Administering Oral Medication Procedure Accidents Procedure 5.1.4
Sunsmart Practices	5.1.2 Sun Smart Policy Newsletters
Student Complaints	3.1.6 Complaints Procedure Letters/Reports of complaint and evidence of response/referral BoT In-Committee Minutes 5.1.5 Children Protection Policy 3.1.11 Child Abuse Allegations Against an Employee
EOTC	1.1.8 Education Outside the Classroom Procedure
Animal Care	1.1.6 Agricultural Day Procedure Animal Welfare Act 1999

**REVIEWED:** October 2019  
**APPROVED:** December 2019  
**NEXT REVIEW DATE:** December 2022

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Chairperson, BOT