



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedures	Health & Safety	Sick children at School	
Ratification		Chairperson	
Last Review	August 2007	Chairperson	

RATIONALE

The Education Act states that all children enrolled in a registered school attend daily classes unless they are sick or injured.

POLICY STATEMENT

The Rangiora New Life School will abide by all regulations relating to students who are sick and not able to attend school as well as those who may fall sick or are injured during the school day.

PROCEDURES

1. Parents are to call the school office before 9am to inform the school that their child/ren are away sick for that day, or days they think their child will be away.
2. Absent children will be listed by each teacher and a list of their names sent to the office by 9:15am. This will be checked against a list collated by admin staff from incoming calls from parents. Parents who have not contacted the school with regard to their absent child/ren will be phoned by the school office.
3. Any student not in class will be marked absent for that period.
4. If a child falls sick at school, the teacher will attend to their immediate needs or send them to the office.
5. If the child in the opinion of the staff member needs to go home or to a doctor, the parent or guardian will be contacted and required to collect their child.
6. If parents cannot be contacted and the child needs urgent medical attention, the child will be taken to their doctor (if local) or if not, then they will be taken to the doctor designated by the school.
7. Children who are obviously sick and incapable of functioning adequately in the classroom or have significant contagious illness, should preferably be quarantined at school until collected.
8. In the case of a pandemic, e.g. Avian influenza, the school is likely to be ordered to close by the state. Parents will be advised to collect their children. School may be closed for an extended period.
 - During periods of pandemic, whether or not it has reached the school, staff, students and visitors should be particularly vigilant about washing and drying their hands, and other forms of personal hygiene that may be appropriate to that particular pathogen.