

NAG 5—Health and Safety

Traumatic Incident Response Policy

Rationale

To guide the Board, Principal and staff in the event of a traumatic incident such as a death, serious accident or natural disaster (eg. fire, earthquake or flood). A sudden traumatic incident may occur inside of or outside of school premises.

Purpose

To ensure that Northern Health School responds promptly, sensitively and effectively in the event of a traumatic incident.

Guidelines

- a) The Principal will act immediately to inform appropriate authorities, school of enrolment and/or obtain support to manage the traumatic incident (eg. medical, police, Ministry of Education).
- b) In the event that a traumatic incident involves a particular child/children, the Principal will communicate with parents or legal guardians.
- c) The Principal will inform the Presiding Board Member.
- d) The Principal will convene a traumatic incident team comprising the Principal, Deputy Principal and or leader of the NHS Unit most closely affected.
- e) The traumatic incident team will follow the NHS plan and flowchart to guide the school's response to the traumatic incident.
- f) The Principal will ensure that all staff members are aware of and trained in the implementation of the plan.
- g) Support for students in relation to death and dying will be available, as required.
- h) Provision will be made for staff and students, as appropriate, to acknowledge and grieve in relation to the traumatic event, and to support family/whanau affected.
- i) The Principal and Board member will determine the way in which the school community will be advised of the traumatic incident.
- j) Any media relations and releases will be made only by the Principal and/or Presiding Board Member in accordance with the NHS Media Relationships policy.

Adopted December 2022

Presiding Member _____

Review Date December 2025