

## Health and Safety

### **Student Absences:**

Please inform the school of all absences by phoning Attendance: 831 0180 Ext 825 or 826. If your child has an appointment during the day the school needs to know that they will be leaving, you can either phone Attendance or sending your child with a note.

### **Sickbay:**

If your child is unwell during the day their classroom teacher will refer them to the school sickbay and if required a parent/caregiver will be contacted for pick up. Please if you are contacted directly by your child to say they are sick and going home, make sure they are signed out of school before they leave school grounds.

### **Health Clinic:**

This service is available to all students. A doctor and/or nurse are in at various times during the week, students will need to check at the Student Office for these times and to book an appointment.

### **Emergency Arrangements:**

#### **EARTHQUAKE:**

1. Students remain in their classroom until the evacuation signal (continuous bell) is given. However, if it is a very strong earthquake there may not be the option to ring the bell.
2. Instruct students to take shelter under desks – STOP, DROP and HOLD
3. Teachers are to open classroom doors to prevent jamming.
4. Once the evacuation signal has been given students are to leave the buildings in an orderly manner.
5. Appoint students to assist any disabled students in the class.
6. Students and staff are to assemble on the field as detailed in the Evacuation Procedures.
7. The decision on whether students are to remain at school, go home or evacuate due to potential tsunami will be made by Senior Leadership Team in consultation with Civil Defence Headquarters.

#### **TSUNAMI:**

**4 hours warning:** School will take guidance from HB Regional Council/Civil Defence.

**1-4 hours warning:** all staff will head to the fields, then all head to Kennedy Road, heading for Taradale High School.