

## TRAUMATIC INCIDENT MANAGEMENT PLAN POLICY

### PURPOSE

- When the school, staff or pupils are involved in a traumatic incident (crisis), it is important to have appropriate strategies in place for the management of the crisis and resultant intervention roles and grief.
- The level and extent of the response will be in accordance with the scope of this crisis.
- Cultural sensitivity will be paramount in every circumstance.

### OBJECTIVES

- To establish a school crisis team whose main responsibilities shall be:
  - to be familiar with the Otumoetai Intermediate School Traumatic Incident Management Plan;
  - to co-ordinate and communicate;
  - to establishing an Action Plan for teachers;
  - to assist in the management of a traumatic incident.
- To have all staff familiar with Otumoetai Intermediate School Management Plan of Action for Managing a Traumatic Incident. To be gone at a full staff meeting early in Term 1 and in Term 3 each year.
- All senior staff members to read:
  - Suggestions to assist with writing a Policy for the Management of Traumatic Incidents SES. Policy appendices.
  - Guidelines to assist in the Management of Traumatic Incidents, SES 1993.
- Identify personnel at school who have First Aid Certificates. Include list in plan and on sick bay wall.
- To have recognised Emergency Memo book available which staff recognise and act on immediately, eg exercise book, brightly covered, labeled and kept in Traumatic Incidents Resource Kit.
- To have at least two staff members trained and certified as a First Aider and to encourage all staff to attend a First Aid Course.

**REST OF DAY**

- Principal or delegated Senior Staff Member:
  - Gather as much information as possible.
  - Call meeting of Crisis Team/Senior Staff/BOT/SES
  - What to tell children;
  - How to cope with children's reactions and questions;
  - Responding to people outside the school;
  - Who does morning tea duty when full staff meeting called;
  - Response to media;
  - Plan outline – what to release – what not to release;
  - Prepare written statement for teachers to use in classrooms;
  - Decision made re parents taking children home/staying in classrooms;
  - Method needed for recording of any child who is taken from school;
  - Develop a plan to manage rest of day;
  - Who to inform parents/partners;
  - Where they should go – school, hospital – do they have support?
  
- Call full staff meeting at interval – discuss events so far and Action Plan – what to tell children, class teacher. If possible, full school assembly **NOT** recommended.
- Staff talk to children.
- Formal media release by BOT Chairperson.
- Board of trustee members informed.
- Newsletter home with:
  - The facts;
  - What school has done;
  - What the school plans to do;
  - How children may react;
  - How to get help.
  
- Decisions made regarding:
  - Visiting bereaved parents;
  - Visiting parents of injured children;
  - Visiting children in hospital.
  
- Arrange person (possible BOT Member) for 'Front Desk' inquiries.
- Continue to take advice from emergency services, SES.
- Arrange regular hospital updates.
- School programmes/routines kept normal.
- Set up support systems for child witnesses if needed to talk to Police (try to contact parent/caregiver).

- At the end of the day, hold a de-briefing staff meeting.
- Plan for next day.
- Ensure all people affected have some support after school finishes – including Principals.

### **NEXT FEW DAYS**

- As needs arise:
  - Inform parents by newsletter any updated information;
  - Hospital visiting;
  - Attending funerals;
  - Children needing support;
  - Keep informed crisis team available as a reference point for parents, staff and children;
  - Crisis team support/de-briefing, counselling arranged.
  - Flowers/cards sent.

### **AFTER THE EVENT**

- Review Management Plan and amend as necessary.
- Principal or delegated person to:
  - Notify BOT Chairperson
  - Available staff assigned roles
  - Set up emergency room (blankets, hot drinks)
  - Cover for teachers at the emergency
  - Ring bell – all students to class
  - Inform all teachers in brief detail – send recognised emergency memo to all staff, request all children to stay indoors.
  - Set up log of events.
  - Call SES and other support services as appropriate, eg whanau support.