



Sælukots Guidance Plan for Traumatic Incidents

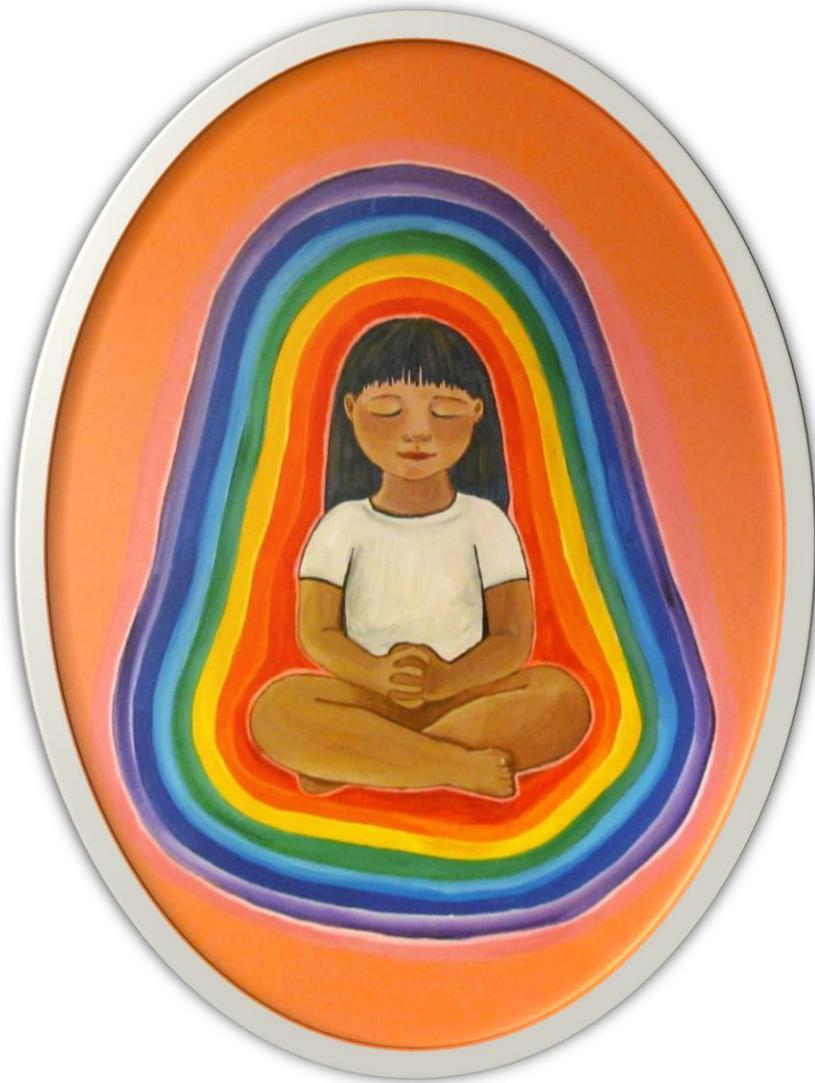




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The purpose of this plan

The purpose of the Sælukots trauma plan is to clarify how to respond if certain incidents occur that affect students, staff or their immediate family members. The plan is also intended to be a checklist for the school's trauma team, and in it work procedures and response to trauma are standardized to facilitate the process and assist with trauma care when needed.

It is important to keep in mind that specific incidents and circumstances need to be assessed each time when a trauma plan is implemented. The school's staff shall be informed of the plan and its purpose, and the school administrator is responsible for ensuring that it is presented regularly and that it is accessible to everyone on the school's website.

Trauma Team (TT)

Sælukots Trauma Team consists of the following members

- School directors
- Special education teacher
- Head Teachers

The school directors are responsible for convening the Trauma Team if necessary and shall direct its work at all times.

The TT's purpose

The main role of the school's trauma team is to implement a plan for responding to incidents that may arise related to students, staff or their families. The key is that each incident is assessed and defined each time when responding.

It is important to respect the wishes of the families of those involved and that the trauma team never goes against them. When implementing a trauma plan, one should always take into account and consider those involved, e.g. students, relatives, staff and management.

Traumatic incidents that activate this plan

- Severe accidents of; students, staff or relatives
- Serious illness of students, staff or relatives
- Chronic diseases of students, staff or relatives
- The death of students, staff or relatives

The school's trauma team meets as needed at any given time, but this plan and the members of the trauma council are presented at a staff meeting in the fall to ensure that all staff are well informed about the trauma process and responses to it.



Response to incidents involving students

Serious illness or chronic illness

School's first response

1. The TT meets and decides how to work on the issue and how much to work with the group of students in question
2. The school staff and the group of children of the student in question (depending on the age of the children) are notified of the illness
3. Members of the TT talk to the group of children (depending on the age of the children) and the teacher of the student in question as needed, in a group or individual conversations
4. Check whether visits to the student in question are possible (depending on the age of the children)

When the student returns

1. Members of the TT talk to the group of children and the teacher of the student in question before their return and jointly prepare a reception (depending on the age of the children)
2. Members of the TT and the teacher of the student in question meet and talk to the student and parents before his return to school

Serious accidents

Accidents happening on school grounds

1. Guardians and a doctor/ambulance should be contacted immediately
2. The TT meets and decides how to work on the case and how much to work with the group of children of the student in question
3. Members of the TT talk to the group of children (depending on the age of the children) and the teacher of the student in question as needed, in a group or individual conversations
4. The kindergarten staff is notified of the accident
5. Attempts should be made to ensure that students and staff do not go home after in the end of the day with incorrect information and therefore it is important to inform everyone, possibly sending an e-mail or letter if applicable
6. If the media contact you, the school director is the person who informs about the facts of the case and all staff should refer to the director if questions are raised

Accidents outside of school/at home

1. The TT meets and decides how to work on the matter and how much to work with the group of children of the student in question (depending on the age of the children)
2. Members of the TT talk to the group of children (depending on the age of the children) and the teacher of the student in question as needed, in a group or individual conversations
3. The kindergarten staff is notified of the accident

What happens next

1. The TT passes on the necessary information to the staff as needed
2. The teacher of the student in question is responsible for informing a group of children about the course of events (depending on the age of the children)



3. Check whether visits to the student in question are possible (depending on the age of the children)

When the student returns

1. Members of the TT talk to a group of children (depending on the age of the children) and the teacher of the student in question before his or her return and jointly prepare a reception
2. Members of the TT and the teacher of the student in question meet and talk to parents / guardians before the child returns to the preschool

The death of a student

School's first response

It is important that the parents / guardians of the student in question are consulted throughout the process from the beginning and that actions are submitted to them for approval.

1. School directors are responsible for requesting information and confirmation of the death and contacting the student's home.
2. TT comes together (possibly a psychologist is called) and divides tasks
3. The teacher of the child in question is notified of the death
4. If relatives of the child in question work at the school, they shall be notified of the death separately before other staff and students are notified of the matter.
5. Members of the TT are responsible for convening staff and school directors announce the death at the earliest possible opportunity
6. The director, a member of the TT and the teacher of the student in question notify the group of children (depending on the age of the children) of the death
7. Support for the staff and especially the child's teacher is needed and school directors are responsible for directing that work.
8. The national flag is hoisted at half-mast after everyone has been notified of the death

Other measures taken the day of

1. The parents/guardians of all students at the school are notified of the death
2. An e-mail is sent to all homes with information about the incident and how school will be the next few days
3. The TT meets at the end of the day, decides on ongoing work with the situation and assesses whether external trauma care is necessary for staff or students.

What happens next

1. The child's teacher manages discussions and work with the group of children in the next few days with the help of a member of the TT if necessary (depending on the age of the children)
2. Students prepare a sympathy greeting or memoir together, poems, stories or pictures
3. Students are informed about the process ahead (depending on the age of the children), coffin-laying, funeral, etc. (with the help of a psychologist / psychological support)
4. The school day should be as normal as possible for the next few days, in order to provide the routine and safety of the group of children.



5. Employees receive the assistance they deem necessary from the TT
6. The school directors, the child's teacher or a preschool representative shall attend the funeral if possible, in consultation with the child's parents / guardians
7. Condolences should be sent on behalf of the preschool and is the responsibility of the TT
8. The TT meets regularly and assesses the status of the case until the need for a response passes

Response to incidents involving family members of students

Serious illness or chronic illness

School's first response

1. Information on the matter is sought from the guardians/family of the student in question
2. The TT meets and assesses the need for a response in consultation with the guardians
3. Information on the case is passed on to those who need to be informed

Serious accidents

School's first response

4. Information on the matter is sought from the guardians/family of the student in question
5. The TT meets and assesses the need for a response in consultation with the guardians
6. Information on the case is passed on to those who need to be informed

The death of a parent/family member

School's first response

It is important that the parents / guardians of the student in question are consulted throughout the process from the beginning and that actions are submitted to them for approval.

1. School directors are responsible for requesting information and confirmation of the death and contacting the home of the child in question
2. TT comes together (possibly a psychologist / psychological support is called) and divides tasks
3. The teacher of the child in question is notified of the death
4. If relatives of the child in question work at the preschool, they shall be notified of the death separately before other staff and students (depending on the age of the children) are notified of the matter.
5. Members of the TT are responsible for convening staff and the school director announces the death at the earliest possible opportunity
6. The director, a member of the TT and the teacher of the child in question announce the death to the group of children (depending on the age of the children)
7. Members of the TT assist teachers as needed in preparing the group of children for the return of the students in question to the school



Response to incidents involving staff members

Serious illness or chronic illness

School's first response

1. The TT meets and decides how to notify colleagues and the teachers group of children (depending on the age of the children) about the illness
2. Members of the TT ensure that everyone is informed

Serious accidents

School's first response

3. The TT meets and decides how to notify colleagues and the teachers group of children (depending on the age of the children) about the illness
4. Members of the TT ensure that everyone is informed

The death of a staff member

School's first response

1. The school director is responsible for requesting information and confirmation of the death and contacting the home of the employee in question
2. TT comes together (possibly a psychologist / psychological support is called) and divides tasks
3. If the relatives of the employee in question work at the preschool, they shall be notified of the death separately before other staff and groups of children (depending on the age of the children) are notified of the matter.
4. Members of the TT announce the death to all staff and children (depending on the age of the children) in question, if applicable.
5. The school's staff and students, and especially close friends, are supported as needed and TT manages that work.
6. The director and a member of the TT visit relatives in consultation with them
7. The director and / or other staff go to the person's funeral and a condolence message is sent on behalf of the preschool
8. The TT meets regularly and evaluates ongoing responses

The death of a staff members child/spouse

School's first response

1. The school director is responsible for requesting information and confirmation of the death and contacting the home of the employee in question
2. TT comes together (possibly a psychologist / psychological support is called) and divides tasks
3. If the relatives of the employee in question work at the preschool, they shall be notified of the death separately before other staff and groups of children (depending on the age of the children) are notified of the matter.



4. Members of the TT announce the death to all staff and children (depending on the age of the children) in question, if applicable.
5. The school's staff and students, and especially close friends, are supported as needed and TT manages that work.
6. The director and a member of the TT visit relatives in consultation with them
7. The director and / or other staff go to the person's funeral and a condolence message is sent on behalf of the preschool
8. The TT meets regularly and evaluates ongoing responses