



First Aid Procedures for Sick Bay Updated January, 2018

We take the utmost care with all our students and treat them sensitively. All staff are required to update their Emergency Care training every 3 years and are offered CPR training annually.

When a student is sent to sick bay, regardless of illness or injury, all details are recorded in the sick bay register. The following will be recorded:

1. Name and class
2. Date/time of arrival in sick bay and staff member details
3. Description of illness/injury and a brief summary of details
4. Description of how the illness/injury has been treated
5. Parent/caregiver's name if contacted and details of phone conversation
6. Outcome-description of result – time returned to class or picked up by a parent/caregiver.

Students will generally spend up to 20 minutes in sick bay. After this time we talk to the students and ask them how they are feeling. We ask if they;

- feel they can return to class or
- if they need to remain in sick bay or
- if they would like us to contact their parent/caregiver.

If the child improves they will return to class. If the child does not improve a parent/caregiver will be contacted. If the child is to be taken home, the class teacher will be informed and the child signed out by the parent/caregiver.

Parents or caregivers are given a courtesy call only in the event of a more serious injury or ailment and in the event of any head/neck/face injury that has been sustained at school. A note will be sent home with the child if staff tried to call and could not contact the parents/caregivers. For minor first aid (eg. Cuts, band aids, bruises, etc.) parents/caregivers are not contacted.

In emergency situations, an ambulance will be called immediately and parents/caregivers will be contacted.

Prescribed medications can only be administered with the parent/caregiver's authority. Forms are available at the front office.

Emergency Action Plans

- Students with conditions requiring ongoing treatment or emergency action plans (such as anaphylaxis and asthma) are required to complete an Emergency Action Plan. A copy of each plan is stored in the sick bay. These plans are required to be renewed and updated at the beginning of each school year and families are required to update plans as circumstances change.

These Procedures have been developed in accordance with the Department's First Aid Policy. The Principal and the School Administrative Manager are responsible for ensuring that appropriate first aid arrangements are in place at Dundas Public School.

*Our Best
Always*