



How it Works: First Aid & Sick Bay

Where is Sick Bay?

Sick Bays are located at the school office and within the Preschool Building.

When should students come to Sick Bay?

Students in the junior classes are accompanied to sick bay by a buddy.

Students should obtain a sick bay pass from their teacher.

Students are encouraged to come to sick bay when they have reported to a supervising adult that they are feeling unwell, or that they are injured.

First Aid Procedures when students visit Sick Bay:

- First Aid Officers manage the sick bay: Jess, Shelley, Lianne and Sharni.
- Medications can only be administered with the parent/carer's authority. Forms are available at the front office.
- All visitors to sick bay and any first aid procedures are to be recorded in the First Aid Register. The following information is included:
Student name
Time they presented
Ailment
Treatment given
Time they left
If parent/carers were contacted.
- Students will generally spend up to 20 minutes in sick bay. After this time, they will return to class unless parents are required.
- Parents or carers are notified in the event of a more serious injury or ailment and in the event of any head injury.
- The first aid officer on duty is to check the injured person before they rejoin the class or return to the playground.

- If the child is to be taken home the class teacher is informed and the child is signed out by the parent/carer.
- If an ambulance is required, it should be called immediately and emergency contact/s notified.

Please Note

Students will be provided with a pass from the teacher on duty if the injury/illness occurs out of class time.

Emergency Treatment Plans

- Students with conditions requiring ongoing treatment or emergency action plans (such as anaphylaxis and asthma) are required to fill out an Emergency Treatment Plan.
- A copy of each Emergency Treatment Plan is stored in the “Emergency Treatment Plans” folder in the Front Office. The original document is filed on the student file.
- These ETPs are renewed and updated at the beginning of each school year and families are required to update plans as circumstances change.