

Tuggerah Public School



First Aid & Sick Bay Policy

Policy last amended September 2008

- FIRST AID AND SICK BAY POLICY -

AIM:

To have experienced first aid available for staff and students, when necessary and to best support those who are sick or injured.

INTRODUCTION

Children are sent to sick bay for the following reasons:-

- illness or accident occurring during class time or in the playground.
- requiring a change of clothing.

The following procedures are followed for children entering sick bay

1. The First Aid Officer assesses the child's condition and decides that one of the following actions is necessary;
 - child remains under observation using CCTV and periodic personal monitoring by First Aid Officer;
 - child is provided with first aid and returned to class in minor injury cases;
 - child is assessed as being too ill to remain at school and parents rung immediately to collect child;
 - in circumstances of extreme injury an ambulance is called and parents contacted.
 - in cases of any injury to head, parents are advised immediately.
2. Suspected breaks, injuries or illness will result in the parents being notified and/or the child being taken for treatment by ambulance after emergency first aid is applied.

NOTES

- If the injury appears serious, the child should not be moved, the officer should attend to the child or staff member at the site of the accident.
- Where parents are unable to be contacted, the decision is taken by the Principal or delegate in relation to the most appropriate action.
- The first aid officer is on duty between 8.30am and 3.00pm.
- Children who enter sick bay are recorded in a register for all sickness and injuries.
- Parents sign the register when collecting their child from sick bay.
- All decisions regarding any action taken in the school are the responsibility of the Principal or delegate following consultation with the first aid officer and other personnel who may be involved.
- The position of First Aid Officer is negotiated each year with the Senior School Assistant and School Assistants. The position must be held by a permanent ancillary employee of the school who holds a Senior First Aid Certificate and volunteers to carry out the duties.
- If the first aid officer is absent, the Principal will delegate a person volunteering to fill that role.

This policy was reviewed on 12TH September 2008