



## Sick Bay Procedure

### General Sickness

- Children will be assessed in the classroom by the teacher. If children are unwell, they will have a rest in the classroom first. If this does not help then the teacher will ring an office staff member first to explain what is wrong with the child and whether or not they need to go home. Sometimes the decision is made over the phone or a fuller assessment will be made when the child comes up to the sick bay.
- If the child improves after rest, they will be sent back to class
- If the child does not improve the parent will be contacted and asked to collect the child
- If the illness worsens and a parent or emergency contacts cannot be called, an ambulance will be called

### Accidents/Injuries

- If children are injured throughout the day, notification will be sent to the office either by a phone call from the classroom or by a playground card.
- The child will be admitted to sick bay and assessed. If the child has sustained an injury to the head area (whether it be a small or large injury) parents/caregivers will be notified.
- If a child's injury requires further treatment by a doctor or hospital, the parent will be rung immediately to collect. In the event that a parent cannot be contacted and we have concerns for the students health an ambulance will be called.

### General Procedure

- 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. Date/time of arrival in sick bay and staff member details
  2. Description of illness/injury and a brief summary of details
  3. Description of how the illness/injury has been treated
  4. Parent/caregiver's name when contacted and details of phone conversation
  5. Outcome-description of result-returned to class or picked up by a parent
- In addition to this, Kindergarten, year one and year two students will be issued with a "sick bay attendance form". This form will outline the details of your child's illness/injury and time/date of visit to the sick bay
- If a student has been bumped on the face or head area (accidentally) a phone call will be made to a parent/caregiver to notify
- If a student has sustained an injury to the head/face caused by another student, a coordinator will be consulted and he/she will investigate the situation. A follow up call will be made by the coordinator after a full investigation has been completed
- A courtesy call will only be made from the office staff if there has been an injury to the head/neck/face and this was sustained at school.