



## **SICK BAY GUIDELINES**

The Sick Bay is located in Student Services, northern side of Administration Building.

This area is designated for rest and recuperation and is not a Medical Facility

Initial observation and First Aid in Sick Bay should be administered by an appropriately trained Senior First Aid certification holder HLTAID001, HLTAID002, HLTAID003, HLTF311A

The Sick Bay is to be used to observe students sent by a staff member and where necessary:

- Administer first aid
- Administer medication and/or
- Hold sick or injured students for collection by a parent or emergency contact

### **Procedures**

On entering Sick Bay:

Student Services will assess the student's condition, incorporating any advice from the sending staff member, and decides that one or more of the following actions is necessary:

1. Student remains under observation for a set period (30 minutes). After 30 minutes if the student is deemed unfit to return to class the parents/care giver will be contacted.
2. Student is provided with first aid and returns to class in minor injury cases.
3. Student is provided with medication as permitted/authorised by parents.
4. In circumstances of extreme injury or illness, as determined by Student Services along with the Principal or Member of Executive or in their absence the Head of School, parents/care giver will be contacted and an ambulance called.
5. All decisions regarding actions in the school are the responsibility of the Principal/Member of Executive or in their absence the Head of School and any costs associated with actions taken will be charged to the family.
6. In the case of head injury which may involve concussion, parents will be notified immediately (or as soon as practical), even if the student returns to class.

7. In circumstances of an anaphylactic reaction an EpiPen® is administered, an ambulance will be called and parents notified immediately (or as soon as practical).
8. In the event that an emergency contact or any named Medical Practitioner cannot be reached, or advice received, within 30 minutes Student Services will consult with a member of the School Executive and decide to:
  - (a) Continue observation until parent/carer emergency contact or Medical Practitioner is reached
  - (b) Call an ambulance

### **On leaving Sick Bay**

Students will be discharged from Sick Bay by Student Services to:

- Return to class
- Be taken home by a parent/care giver or emergency contact
- In an Ambulance: In this instance duty of care is passed on to the Ambulance Officer's attending, it will be at the discretion of the Principal, Member of Executive or in their absence Head of School whether a staff member should accompany the student in the ambulance.

### **Monitoring and Reporting**

All students awaiting collection by parents or emergency contact should be monitored at no longer than

15 minute intervals or shorter intervals if considered appropriate.

For all cases accepted into Sick Bay the following information will be recorded:

- Student name and class
- Time in and Time out
- Symptoms
- Action taken (including medication)
- Outcome
- If an accident or incident has occurred appropriate documentation needs to be completed by the teacher/supervisor who was in charge at the time of the incident, not by Student Services unless the incident occurred in Student Services.

This information will be recorded in SEQTA.