



## **Kincumber Public School Policy Sick Bay and First Aid Procedures**

**Key Accountability: Student Welfare**

**Departmental Policy References: Student Wellbeing - Health and Physical care**

**Next Review date:** *Term 1 2024*

### **Purpose**

The aim of this policy is to communicate to the school community how the school manages the provision of services to students needing health support. It should be read in conjunction with the DoE

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care>

### **Rationale**

Schools must have facilities and practices to allow provision of basic first aid care for minor cuts, scratches, bruising, for bodily injury, for those who become unwell during the school day as well as more serious illnesses or injuries. In addition, students who have health care plans for temporary or ongoing medical conditions require a safe level of privacy, dignity, and independence.

### **The principles of this policy include that:**

1. The school is expected to provide a safe environment for staff and students.
2. School staff have a duty of care to support staff and students who have ongoing and emergency health care needs.
3. All staff are trained in line with the Department's mandatory training schedule to provide care for a range of very minor injuries or illnesses and emergency responses to anaphylaxis.
4. Except in an emergency, staff administer prescribed medication or health care procedures to students are trained to do so and receive an allowance.
5. A first aid officer provides an emergency response and initial care to someone who has suddenly fallen ill, or who has been injured, until more advanced care is provided or the person recovers. *(A medical emergency is a sudden illness such as seizure or anaphylaxis, which requires immediate medical attention. Please note that anaphylaxis is a whole of school responsibility. An injury is damage to the body, such as broken arm, which results from a violent force.)*
6. The first aid officer holds an approved first aid qualification, and receives an allowance.



7. The first aid room (called sick bay) at Kincumber Public School enables short-term response to minor first aid and the ability to summon further assistance if required.
8. Students are expected to follow school sick bay routines.
9. Parents are expected to support the school in its role of providing a safe environment.

**The school is expected to provide a safe environment for staff and students.**

1. School administrative and support staff who volunteer to undertake the role of a first aid officer, and is in receipt of the allowance, will manage injuries or illnesses in line with their level of training and competence.
2. The school will have the authority to call an ambulance immediately in an emergency. The school has an ambulance subscription with no cost to parents for students.
3. The school will provide temporary care when a student becomes unwell or injured at school, which may include the provision of first aid.

**School staff will follow school sick bay routines.**

1. Staff members will contact the office to request assistance from the designated First Aid Officer in the event that first aid is required. In the event of an emergency more advanced care may need to be provided from the NSW Ambulance Service.
2. All staff members are trained to provide emergency care for a range of minor illnesses or injuries and have specific training in management of anaphylaxis.
3. Staff members (office) will make phone contact parents or emergency contacts where a child has had an impact to the head that is not minor.
4. Staff members (teachers and school learning support officers) will treat minor grazes etc. occurring at playtimes with-Band-Aids in the playground, otherwise children will be directed to the sick bay for care.
5. Staff members (all) have a duty of care to assist in an emergency.
6. Staff members will refer to school executive where any injury or illness treated in the sick bay was reported to them as the result of a physical interaction with another student e.g. hitting, pushing etc.
7. Staff members (office) will contact parents where pre-existing injuries require the replacement of dressings etc.
8. Staff members cannot diagnose an illness or be called upon to determine the extent of an injury or give a medical opinion and will contact the executive in the first instance or parents to determine the most appropriate course of action.
9. Staff members (teachers) refer students to sick bay during class time by recording referrals on the Sentral student administration system. Referrals from teachers to sick bay from playground activities e.g. sports and playtimes at breaks are done by recording on a sick bay slip kept in the teacher's playground duty bag and sending with the child. Where a serious



injury or illness requires the assistance of the first aid officer, contact is by phone and the first aid officer will be sent to the location.

10. Admittance to sick bay is recorded on Sentral student administration system which generates a notification to parents through the parent portal. Parents will be phoned where an illness or injury requires more than basic first aid.

### **Students are expected to follow school sick bay routines.**

1. Students who report being unwell will be sent to sick bay with their school bags for not more than ten minutes observation before parents are contacted to collect them from school.
2. Students will immediately report to teachers on duty at playtimes when injured for assessment and referral to sick bay where necessary.
3. Students will advise school staff if their illness or injury is the result of any physical interaction with another student.

### **Parents are expected to support the school in its role of providing a safe environment.**

1. Parents will provide an updated individual health care plan as requested for children who have specific health care requirements including asthma, allergies/anaphylaxis, seizures, diabetes etc.
2. Parents will keep their contact and emergency contact details up-to-date.
3. Parents will provide, and monitor stocks of, prescribed medications and ensure any medication is in-date.
4. Parents will keep children home from school if suffering from an existing injury or illness that will affect their participation in learning activities or create a potential health risk for others e.g. colds, flu, vomiting etc.
5. Parents will arrange to collect a child from school who is too unwell or injured to participate in learning activities or who creates a potential health risk for others e.g. colds, flu, vomiting, infectious diseases etc. when contacted by school staff. In the event that parents cannot be contacted, emergency contacts will be phoned to collect the child from school.
6. The school uses details stored on its student administration to contact parents and emergency contacts. Updating personal details including emergency contacts and family addresses is the responsibility of parents.
7. Parents will treat children's pre-existing injuries, that have occurred at home e.g. apply dressings, bandages etc. before coming to school. School staff will contact parents to re-apply dressings etc.

### **Implementation**

At Kincumber Public School, you can expect we will:

1. Contact you when your child presents to sick bay for illnesses and/or injuries that require more than a minor level of care and comfort.
2. Keep records of who, when, how and why of treatment in sick bay.
3. Assist students who have health support needs at school.