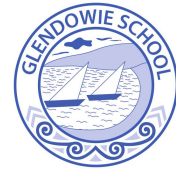


Glendowie School

SICK BAY PROCEDURE



RATIONALE

Glendowie Primary School is responsible for all pupils during school hours or hours extended because of E.O.T.C. trips, to the time of departure. This necessitates adequate procedures are developed for the care of children in all aspects of pupil safety and health while they are at school.

PURPOSES

- To provide adequate facilities for all children to be attended to following an accident or sickness at school.
- To ensure that a programme of basic first aid is made available for staff.
- To provide a book to record all injuries and the attention given.
- To establish a telephone contact network for all parents, so that the attention (doctor/hospital) can be given to all pupils without undue delay.
- The Principal or Acting Principal will ensure that specialised aid is made available for pupils in the event that the parents cannot be contacted.
- To ensure that a medical profile is kept for each child.

GUIDELINES

- The SENCO is able to offer support to all staff members concerning the well-being of pupils.
- The Principal is responsible for liaising with the Health Nurse regarding current procedures and practices.
- Children are able to access the sick bay (via the office staff) if directed by a staff member during class time, a duty teacher during intervals or in some circumstances by themselves - they can come to the office for assistance.
- A first-aid kit and cell phone accompanies all school trips in order for a mobile first aid station to be set up if required
- First aid supplies are regularly budgeted for. Safe storage practices for these supplies is implemented by office staff.
 - Office staff will ensure that the first aid supplies are kept clean and tidy and readily available for the treatment of injured persons.
 - Office staff will ensure first aid kits are supplied with the list of minimum first aid supplies as per appendix "Health & Safety Code of Practice". This may be added or deleted according to the advice of the Community Health Nurse.
 - Office staff will ensure gloves are available in the sick bay to provide protection for anyone attending to an injury from blood or bodily fluids.
- During class teaching hours the office staff and Principal assume responsibility for the care of pupils in the Sick Bay.
- The teachers on duty are responsible for ensuring that all accidents / injuries in the playground are attended to.
 - The duty teacher will carry a school medical bag in order to cope with minor injuries (that require just a bandaid). It also will contain information of all students who have a medical plan.
 - Injuries requiring attention, will be attended to by the office staff to allow the duty teacher to go back on duty. The duty teacher will ensure the office staff know that a child has been sent to sick bay.
- In the case of any serious accident the Principal must be advised immediately, or if not available, then the DP or AP.

- If, in the opinion of the duty teacher or office staff, an injury is sufficient to require examination by a doctor, he/she will first consult with the Principal (or as delegated to the DP / AP) and then inform the parent immediately.
- Health Plans outlining medical emergencies and/or allergies will be displayed clearly in the Sick Bay.
- In any emergency situation, students who are unable to quickly locate the teacher on duty may go to the office to seek urgent assistance.
- If parents have not been notified via phone, a form is sent home to advise parents about any concerns we have had regarding an accident or sickness.

Paperwork accompanying incidents include:

A Sick Bay Slip is filled in for every child who has been attended to, in the sick bay - including accidents and illness. This includes:

- Any sickness or symptoms displayed eg headache, sore tummy, temperature etc.
 - Muscular injuries that were treated in Sick Bay -but the child was returned to class, eg sprains, squashed fingers, muscle strains, accidents involving the back or neck.
 - Student admitted themselves to the Sick Bay, but after assessment was returned to class.
 - Any head injury automatically necessitates the Sick Bay form being sent home including information about concussion signs and symptoms.
 - If a parent is contacted - the Sick Bay Slip is completed to ensure we keep a record.
- When an injury or illness is notifiable in terms of 'Health & Safety at Work Act', then the office will complete the required documentation on the Worksafe website around notifications. See also our Injury Incident Management Report procedure document.
 - In incidences where there has been a significant injury, but it is not required to report to Worksafe (under notifiable injuries), then our Accident/Incident for Non Worksafe Referral Form will be completed by office staff and filed in "Incident and Injury" Folder.
 - When children reports in sick, the Principal will ascertain whether it warrants the child's caregivers being phoned in order to pick the child up, or whether the child is to be returned to the class after a set time.
 - If the teacher sends the child a second time on the same day, the office staff will inform the Principal who will decide to either phone the caregiver or liaise with the classroom teacher to check if further action needed.
 - The incidences of professional medical help being urgently needed for a child, and the Principal being unable to contact the parents, the Principal will either take the child to a doctor or phone for an ambulance. First Aid training recommended that the ambulance service is used when serious injury is suspected, including fractures or when specialist help is needed to control pain.
 - Health Management Plans for individual students with severe needs are held in the sick bay and a copy in the child's classroom and in the reliever kits. The medication listed in these plans is located beside the school speaker system.

Reviewed: August 2017

ASSOCIATED POLICIES

- Administration of medication at school.

GLENDOWIE PRIMARY SCHOOL

Sick Bay Form



A commercial booklet has been purchased for sick bay use. Top copy goes to parent and carbon copy remains at school. See sample page below.

Sick Bay Slip *Accident / Illness Notice*

Date: _____ Time: _____

Child's name: _____

Today your child visited the school's sick bay, and have informed our staff that they:

<input type="checkbox"/> Had a sore stomach	<input type="checkbox"/> Had rest room problems
<input type="checkbox"/> Were Bleeding	<input type="checkbox"/> Had a sore throat
<input type="checkbox"/> Other: _____	

Our caring staff handled them by:

<input type="checkbox"/> Gave them Panadol <small>Consent Required</small>	<input type="checkbox"/> Had them rest
<input type="checkbox"/> Applied a bandage/plaster	<input type="checkbox"/> Gave them drink/rest
<input type="checkbox"/> Other: _____	

Parent/caregiver contacted at: (time) _____ Consent Given

Staff member: _____ Signature: _____

**Information for Parents
Regarding Injuries to the Head**



Head (Brain) Injuries	
Causes	Direct / indirect knock (both shake the brain inside the skull)
Levels of Consciousness (LOC)	<ol style="list-style-type: none"> 1. Fully conscious 2. Conscious but confused 3. Responds to voice 4. Responds to pain 5. No response
Concussion	
Signs and symptoms (There may be some or all of these)	<ol style="list-style-type: none"> 1. Confused 2. Loss of short term memory 3. Headache 4. Dizzy 5. Vision blurred 6. Tripped / loss of coordination 7. Feels sick
Treatment	<ul style="list-style-type: none"> ● Allow to rest, under observation at all times ● If drowsy, let sleep in recovery position, head slightly raised ● Check LOC every 15 minutes ● Must be checked out by a doctor ● Recovery position if unconscious and call ambulance ● If vomits 3 times or more or LOC deteriorates, call ambulance
Compression	
Signs and symptoms	<ul style="list-style-type: none"> ● Vomits 3 times or more ● Headache worsens ● Unequal pupil size and poor reaction to light ● LOC deteriorates ● Loss of fluid from ears ● Seizures ● Pulse ● Noisy Breathing ● Pulse full and strong slowing
Treatment	<ul style="list-style-type: none"> ● Recovery position, head slightly raised ● Record vital signs ● Call ambulance - urgent

GLENDOWIE SCHOOL
Accident / Incident Form for NON WorkSafe Referrals

Name of injured person:	Date of birth:	Time of Incident:	TREATMENT <i>(Tick appropriate box)</i> <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital
First-aider name:	First-aider signed:	Date of Incident:	
		Date of Report:	

Description of accident or incident: *(please describe your interpretation of events)*

Where did this accident/ incident happen?

What do you think caused or contributed to the incident?

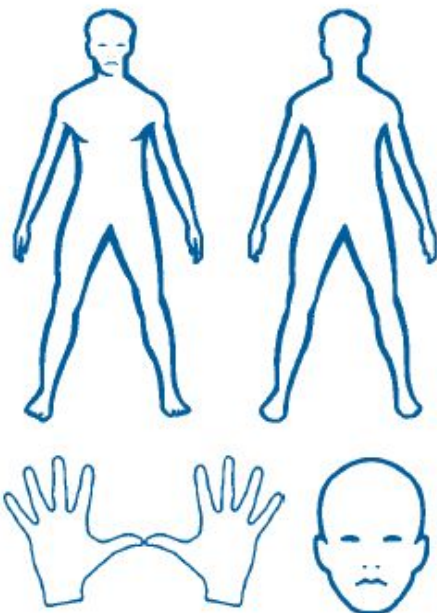
Is further investigation required?
 No *(If no, please give reason)*
 Yes

Investigation Outcome: *(Please tick and explain action to be taken)*
 Eliminate
 Minimize
 Isolate

Signed by PCBU (Principal): **Date:**

INJURY DETAILS - BODY PART

Shade the part of the body that is injured



Injury Type - *please tick*

- Broken Bone
- Burn or Scald
- Dislocation
- Choking or Suffocation
- Dental Injury
- Foreign Body
 - Ear
 - Eye
 - Nose
- Other

