1. **Purpose:**

1.1 To ensure that sick or injured students are appropriately cared for and protect staff and students from cross infection.

2. **Implementation:**

2.1 Sick or injured students will be directed to the sick bay by a staff member for assessment. The sick bay should only be used by students as an interim measure or when no contact with parents or emergency contacts can be made.

2.2 Where deemed appropriate parents /guardians will be contacted to collect their child from the school.

2.3 No student should be in sick bay without consent/knowledge of a teacher, or administration staff or a first aid officer.

2.4 School first aid officer or suitably qualified staff member (Level 2 Workplace First Aid) will administer treatment as deemed appropriate and within DET guidelines. Administration of medication will be in accordance with the Medication Management Policy. The school will provide an opportunity for qualified staff to update CPR qualifications annually.

2.5 The school will provide opportunity for qualified staff to access First Aid qualifications as required.

2.6 In the case of an emergency appropriate action as deemed by a first aid officer will be taken. Parents will be notified of any treatment or action taken.

2.7 A system of notification is maintained of:
   - A child's accident/illness to parents and
   - The Departments reporting requirements are fulfilled.
   - Any/all incidence of a head injury, parents will be contacted.

2.8 When treating open wounds, bleeding injuries or situations involving bodily fluids, staff will use impervious gloves and change gloves between students. Where possible, students with open wounds will be separated from other students in the sick bay.

2.9 If EAR (Expired Air Resuscitation) or CPR (Cardio Pulmonary Resuscitation) are to be performed staff will use impervious masks.

2.10 All linen used in the Sick Bay is to be protected from contamination, if contamination occurs linen will be changed. Linen is laundered fortnightly.

2.11 All materials used for treatment of students will be disposed of via sealed bags.

2.12 A sharps container is provided for the disposal of sharps.
2.13 Provision and maintenance of materials necessary for adequate first aid within the school and portable kits for all activities outside the school is maintained.

2.14 A list of children medically at risk is maintained and stored in the sick bay and other locations deemed appropriate with specific procedures for each individual available.

3. **Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

4. **References:**

- Medication Management Policy
- Asthma Management Policy
- Anaphylaxis Management Policy
- Health Care Needs Policy
- Care of ILL Students Policy