



SICK BAY POLICY

Rationale

St. Patrick's Primary School believes that the sick bay is an important facility in providing full care of a student. The sick bay is a room that is easily accessible and is monitored by a staff member. The sick bay should always be fully resourced to cater for any minor injury or complaint.

Scriptural Context

"Help carry one another's burdens and in this way you will obey the law of Christ."

Galatians 6:2

"My children, our love should not be just words and talk; it must be true love which shows itself in action."

1 John 3:18

Aims

The Sick Bay Policy takes into account the Pastoral Care and Student Management Policy, as the care of each individual is paramount. The policy ensures that there is a set procedure for caring for sick or unwell students and all staff members are aware of this.

Guidelines

- Administration staff are to be allocated responsibility for the overall organization of all first aid, sick bay supervision and the maintenance of the first-aid cupboard and kit.
- Students in the Sick Bay will be supervised via a CCTV camera – which is linked to a monitor in the office.
- In serious cases, parents/caregiver must always be informed as quickly as possible of their child's condition and of actions taken by the school. This will be at the discretion of the school.

Implementation

- The sick bay should be used at the discretion of the teacher/secretarial staff.
- If a child is placed in the sickbay the door should remain open and a staff member must be in the office. Students will only be permitted in the sick bay when a staff member is present in this office. The class teacher should be informed.
- Teachers should fill out a Catholic Church Insurances report on children if the injury is serious and the child is in need of extra care through hospitalisation.
- If the child has received a knock to the head or if there are doubts about the severity of the injury or illness, administration staff will call the parent/caregiver.
- The sick bay is a care given transitional room; the child will return to the classroom or go home. Parents will be contacted if the administration staff feels that the child's condition has not improved and in some cases become worse.
- Rubber gloves are to be used whenever treating a child with an open wound.

- The school will seek such medical or dental advice on behalf of the parents'/caregiver' child as it sees fit in the event of an accident or illness.
- When enrolling a child at St Patrick's School, parents agree to meet any medical costs as a result of urgent medical treatment being required. Parents/caregivers also agree to the school seeking medical attention for a child who requires urgent treatment.
- The school will not be held liable for ambulance or other transport costs.
- The sick bay cabinet will contain enough stock of the following: -
 - A first aid book.
 - Dressings
 - Adhesive Dressings
 - Bandages
 - Lotions and ointments
- - Asthma Management equipment
 - Other equipment such as; plastic gloves, cotton buds, disposable cups, pair of scissors, tweezers, disposable hand towels, ice packs, broad bandages and safety pins, bed, blanket and sheet, tissues, ice cream containers and portable First-Aid kit.

Reflective Materials

- Enrolment Form, St Patrick's School, Macksville, 2015
- NSW Health Department website
- Parent Information Book, St Patrick's School, Macksville, 2015
- Pastoral Care and Student Management Policy, St Patrick's School Macksville, 2012

This policy was last ratified by St. Patrick's School Board in....	June 2010
Reviewed in	January 2016