



## **First Aid Policy for Sick Bay. Updated February 2016**

We take the utmost care with all our students and treat them sensitively. All staff have current CPR(updated annually) and Emergency Care(updated every 3 years). Our SASS staff are First Aid trained.

We ring parents of students who present to Sick Bay if:

- there is a serious injury
- any head injury
- any back injury
- staff are concerned in any way.
- students have a health care plan and the injury/illness impacts on their condition.
- the child remains in sick bay for a considerable period of time.
- parents request phonecalls
- the child requests a phone call (and they are sick or injured.)

A note will be sent home with the child if we tried to call and could not contact the parents.

For minor first aid (eg cuts, bandaids, bruises etc) parents are not contacted.

We talk to the students and ask them how they are feeling. We ask if they

- feel they can return to class or
- if they need to remain in sick bay or
- if they would like us to contact their parent/carer.

In accordance with the Department's *First Aid Policy*, workplace managers are responsible for ensuring that appropriate first aid arrangements are in place at the workplace. In addition to the specific responsibilities of first aid officer(s) at the workplace, all staff have a responsibility in accordance with the Department's *Occupational Health and Safety Policy* to take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students.