



Kincumber Public School Plan

Sick Bay and First Aid Procedures

Key Accountability: Student Wellbeing

Departmental Plan References: Student Support and Management

Next Review Date: Term 1, 2025

Purpose

The aim of this plan 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 policies at <https://education.nsw.gov.au/policy-library/policy-library-a---z?tagId=main-education:policy-library/student-support-and-management>

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 plan 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.
 - i) notifying the school when a child has been diagnosed with a vaccine-preventable illness
 - ii) keeping children at home when they are sick stay or during an outbreak of vaccine preventable disease

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.
4. The school will administer medications prescribed by a medical practitioner following receipt of an approved request form.

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 to attend the school 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.
11. In the event of an accident to a student a report should be prepared for any accident that occurs on school premises or during school activities that is not minor. A commonsense approach should be taken to determining whether or not an accident is minor. As a guide, an accident is not trivial and a report should generally be prepared when:
 - a serious incident report is prepared about an incident which resulted in death, injury or hospitalisation;
 - there is an injury to the head or where a person loses consciousness;
 - a person sustains an injury to the eyes or where teeth are broken or dislodged;
 - a person sustains broken bones or lacerations requiring sutures;
 - it is necessary to transport an injured person to hospital;
 - medical attention is provided on site by an ambulance officer or health care professional or such treatment is reported by the student, visitor or parent at a later date;
 - a student has to leave school early as a consequence of an accident;
 - a parent, care-giver or relative is summoned to the school as a consequence of an accident;
 - parents or caregivers are advised to take a student to a doctor for precautionary reasons;
 - a student is injured outside of school hours but where staff may still be on duty and exercising a duty of care (eg while on excursions);
 - an accident occurs during the use of a school facility by a community group; or
 - when a principal or his or her delegate considers it appropriate to do so bearing in mind the apparent potential for legal proceedings to result.

The accident report should be prepared as close as possible to the time of the accident - preferably on the same day. Teachers should complete as much as they can before giving to the principal or delegate.



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.

Parents will:

1. Provide an updated individual health care plan when requested for children who have specific health care requirements including asthma, allergies/anaphylaxis, seizures, diabetes etc.
2. Keep their personal details, including emergency contacts and family addresses details up-to-date as the school uses these details stored on its student administration to contact parents and emergency contacts.
3. Submit a request to administer prescribed medication accompanied by the prescribed medication in the original packaging with the student's name on the pharmacy label with clear instructions for administration on the label.
4. Provide instructions for administration of prescribed or over-the-counter medication labelled "taken as required" or 'as directed" or "PRN" from the medical practitioner prescribing the medication that contain sufficient specific detail about the circumstances for administration. It is important that the circumstances are clearly defined and do not require staff to make a 'judgement call' as to whether or not to administer.
5. Provide, and monitor stocks of, prescribed medications and ensure any medication is in-date.
6. 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.
7. 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.
8. 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.
9. Notify the school when a child has been diagnosed with a vaccine-preventable illness



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.