



Quakers Hill East Public School Sick Bay Process

Step 1

- Student is injured / experiencing distressing symptoms
- Teacher may provide initial first aid including:
 - Band-Aid;
 - Drink of Water;
 - Rest

Step 2

- Referral to sick bay issued by Classroom Teacher or Playground Duty Teacher (Red Card)
- **Student resumes play or learning**

Step 3

- Student referred to sick bay by staff member.
- Student is signed into Sick Bay register
- First Aid Officer conducts a preliminary assessment of the student to ascertain injury
- Summary of incident and treatment entered into Sentral

Step 4

- Student requires and is provided with first aid to a basic level including:
 - Ice Pack;
 - Rest;
 - Ventolin.
- If student feels better, they are signed out of sick bay and return to class / play
- **Student is provided with a sick bay exit slip**

Step 5

- Student requires and is provided with first aid to a higher level including one or more of the following:
 - Bandaging;
 - Medication;
 - Treatment for any injury to the head.
- **Phone call to parent is required**
- *Parent will ascertain whether further medical attention is required*

Step 6

- Student requires and is provided with first aid to a higher level including one or more of the following:
 - Epipen/Asthma;
 - Treatment of a broken bone;
 - Emergency Service
 - Other injury deemed significant.
- Formal Incident report completed by school
- **An ambulance and parents are to be called**

Note: This process is flexible due to the nature of incidences in schools where we are required to act in a more immediate manner. Where possible, the school also adopts alternative forms of communication to notify parents / carers of school incidences within reason.