

## FIRST AID PROCEDURES

- Child arrives at Front Office with note from teacher or if lunchtime note from teacher on duty.
- Find out what the problem is and direct student to either sickroom depending on year level.
- If child has any head injury ring parents immediately (record on medical card parents instructions if not picking up) **\*\*If you cannot contact either parent continue to ring contacts on student medical card till you speak to someone. If for some reason you cannot reach anyone then let one of the executive staff know and document on student medical card which Executive teacher is following up.\*\*** If concerned about the students condition call an ambulance.
- If student has a known medical condition such as asthma then follow directions as outlined on student medical emergency information sheet in medical folder.
- Write down on student medical card the following information: **Date and time student arrived at sick bay; the reason child is in sick bay, if parent has been rung, information on treatment provided and what time they are returning to class or going home. If concerned about the students conditions call an ambulance.**
- Complete yellow sick bay form and indicate if going home or returning to class and send with student to class. If going home they will give note to teacher, collect bag and return to the sickroom and wait to be collected.
- Always monitor children whilst in sickroom and advise other staff members of the status of the student. If students are in the sick room after lunch ensure that parents have been notified that they need to be collected from the front office or if they are well enough to return to class send students back before end of the day. If parents not picking up and they go to After School Care take student over to the Canteen for parents to pick up from there
- **Complete Accident/Incident form if required, pass onto Trish for processing.**