



## **Bonython Brief: Approach to First Aid and Sick Bay**

At Bonython, we are responsible for the health and wellbeing of our students and staff. When responding to injury or illness we enact the ACT Education Directorate's First Aid Policy. Students and staff needing First Aid support will generally receive care through our school Sick Bay or from one of our First Aid trained educators.

### **Where can First Aid be administered?**

Sick Bay is located at the school office and within the Preschool Building. Yerrabi Small Group Program manages their own Sick Bay entries and First Aid treatment in their building. In 2024 many Bonython educators renewed or became First Aid qualified. Units have been supplied with basic first aid equipment so that educators can manage simple first aid treatments within the unit. To minimise traffic at the front office, educators are encouraged to manage straight forward injuries/illness within the unit, such as providing rest, comfort, bandaids and/or ice packs.

### **When should students come to Sick Bay?**

- Students come to sick bay when they have reported to a supervising adult that they are feeling unwell or that they are injured. They obtain a sick bay pass from their teacher or the duty teacher with details of their injury/illness.
- Students in the junior classes are accompanied to sick bay by a buddy.

### **First Aid Procedures when students visit Sick Bay:**

- First Aid Officers manage the sick bay at the front office: Kerry, Abby, Jacki, Susan, Brooke and Jude
- Medications can only be administered with the parent/carer's authority. Forms are available at the front office. When medication is given to students it is recorded on this form which is kept in the sick bay cupboard. Preschool students require a preschool approved form for medications and these are stored with the medication at preschool.
- Medication is regularly checked for expiry and families are contacted and asked to supply new medication.
- All visitors to sick bay and any first aid procedures are to be recorded in the Sick Bay Register on SENTRAL. This can also be completed by educators treating students in their units. The following information is included:
  - Student name
  - Time they presented
  - Ailment
  - Treatment given
  - Time they left (If parent/carers were contacted for pick up)
- Students will generally spend a maximum of 10 minutes in sick bay. After this time, they will return to class unless parents are required for pick up. If students return to sick bay with a recurrent illness or injury on the same day, families will be called for recommended pick up.
- Parents or carers are notified in the event of a more serious injury or ailment and in the event of any head knock/injury.
- The first aid officer on duty is to check the injured person before they rejoin the class or return to the playground.
- If the child is to be taken home the class teacher is informed and the child is signed out by the parent/carer.
- Where possible, an ambulance should be called by the Front Office First Aid officer after initial assessment of injury. If an ambulance is required, it should be called immediately and emergency contacts notified.
- A First Aid Officer is required to attend each offsite excursion. This person is identified through our excursion planning and procedures, and excursion risk assessment process.

### **Emergency Treatment Plans**

- Medical Response and Consent plans are sent to families to be updated annually or updated if any medical requirements of students change.
- Students with conditions requiring ongoing treatment or emergency action plans (such as anaphylaxis and asthma) are required to fill out an Emergency Treatment Plan.
- A copy of each Emergency Treatment Plan is scanned and saved in Student Plans, Wellbeing in SENTRAL and also in the Enrolment module on the medical tab under the student's name. The original document is filed on the student file.
- Preschool students will have Risk Minimisation and Communication plans along with their Emergency Treatment Plan. These are posted in preschool and copied for their files.
- Parents are notified when these Emergency Treatment Plans are about to expire and they are required to provide the school with updated plans from their doctor. Families are required to update plans as circumstances change.

### **First Aid Bags**

- First aid bags are checked before excursions to make sure they have everything they need.
- Bags are checked for bandaids, gloves, sick bags, bandages, plastic bags, tissues, slings, Ventolin, instant ice pack, Emergency blanket, wipes, pen, paper, scissors etc.
- Preschool First Aid bags are checked as per Preschool Compliance Guidelines once per term.

**First Aid Room/ Sickbay**

- All first aid supplies are checked each term and supplies are ordered as needed.
- Sickbay is kept clean and tidy at all times. Sickbay beds and surfaces are cleaned with antibacterial products at the end of each day. Pillowcases are washed weekly/ or as needed throughout the week. Sickbay is cleaned through Bonython's Cleaning Plan.
- Only students who are injured or are unwell may stay in the sickbay room during rest or treatment.

**Additional resources/links :**

- ACT Education Directorate - First Aid Procedure
- ACT Education Directorate - [First Aid Policy \(2016\)](#)
- ACT Education Directorate Implementation Documents