



NAG 5

KAHAROA SCHOOL SICK BAY / MEDICAL ROOM

Purposes

1. To provide adequate facilities for all children to be attended to following accident or sickness at school.
2. To ensure that a programme of basic first aid training is made available for all staff.
3. To maintain a record of all injuries and the attention given.
4. To establish a telephone contact network for all parents so that attention (doctor/hospital) can be given to all pupils without undue delay.
5. To ensure that a medical profile is kept for each child and that each class teacher has access to this.
6. To ensure children with identified health risks have an up to date medical profile. This will include procedure and a photograph. A copy of extreme cases will be kept for relievers in the Student Teacher and Relieving Teacher Information folder.

Guidelines

1. The teachers on duty are responsible for ensuring that all accidents/injuries in the playground are attended to and recorded.
2. If in the opinion of the duty teacher and/or the office administrator, an injury is sufficient to require closer examination by the doctor, he/she will inform the parent immediately.
3. All injuries will be recorded on the sick bay register. If sick or injured children are taken by parents the class teacher will be notified
4. All head and spinal injuries are regarded as serious in the first instance. Parents are to be informed immediately, and the Principal notified. The Principal will ensure that specialized aid is made available for pupils in the advent that the parents cannot be contacted.
5. Injuries involving blood or open wounds ref: Blood Borne Viruses guideline.
6. The office administrator assumes responsibility for the care of pupils in the sickbay. The office administrator shall contact the pupil's parent/caregiver and give them the option of collecting their child from school. This frees the administrator up and also prevents the spread of illness between other children and staff. Pupils are to be monitored frequently and serious cases must not be left unattended.
7. First Aid supplies are regularly budgeted for and safe storage practices for these supplies is implemented
8. Serious harm injuries must be reported to OSH (broken limb upwards) by the office administrator.
9. A record of children with special medical needs or medication requirements will be kept in the sickbay and in the relieving teacher folder.
10. If a child has or is thought to have a serious injury, or broken limb that is causing concern, an ambulance shall be called. After which parents shall be notified. Under no circumstances should teachers transport these children in their vehicles.

11. Prior to school camps, and for school based emergency plans, parents signed consents shall give permission for teachers to transport their child to the doctor if ill or injured. If the injury is serious, or a broken limb is causing concern, an ambulance shall be called.