

# INFORMATION SHEET

## First Aid and Sick Bay



## First Aid Room Attendance Information for Parents/Caregivers

*Information Sheet based on SPW POLICY First Aid, Injury, Illness & Medications WHS-13 and related SPW Procedures*

The safety and wellbeing of all students at SPW is of utmost priority at all times. The staff of SPW are not trained medical officers, rather are trained first aiders. The best interests of the students drives any decision-making.

Students may receive minor first aid attention from staff in the classroom, on Yard Duty, or in the First Aid Room. All employees on regular duty in the First Aid Room will be trained to Senior First Aid level.

A student may be referred to the First Aid room by a staff member for reasons such as:

- Administration of regular or prescribed medication
- Treatment of injuries such as grazes, bumps, or similar
- Illnesses, such as headaches, nausea, colds, where the child is required to go home
- Other instances may also occur.

The First Aid Room is primarily managed by the First Aid Officer and the Front Office Receptionist, with support from other administrative staff. Students are assessed upon arrival, and appropriate treatment is given.

If a student is to be sent home (eg for illness, or an injury where further medical advice is to be sought), the staff member will contact the child's parents/caregivers according to the school database. In the event the parents/caregivers are unable to be reached, or do not respond to messages within a reasonable timeframe, the emergency contacts for the student will then be contacted.

Parents/caregivers may be contacted in other instances, depending on the reason for the First Aid Room attendance.

In the event of a more severe incident, an executive staff member may make the decision to call an ambulance. If the student's parent/caregiver or emergency contact does not arrive on site by the time the ambulance is to depart, an executive staff member will travel with the child.

All attendances at the First Aid Room are logged into the school database. From mid-Term 1 2020, these will generate an automatic email to the student's parents/caregivers, advising that a visit to the First Aid Room has occurred. The email contains a system-generated .pdf report which summarises the reason the student attended the First Aid Room, and what actions were taken. In most cases, children are returned to class after treatment in the First Aid Room to continue their school day.

It is not necessary for parents to contact the school upon receipt of this First Aid Room email. It is provided for your information only.

**To ensure the school is able to make contact, parents/caregivers are asked to ensure current phone number(s) and email address are always supplied to the school, including for additional emergency contacts.**