

DRURY SCHOOL: Policy 5.10 Medical Room

Rationale:

Drury School is responsible for all pupils during normal school hours.

This necessitates adequate procedures are developed for the care of children in all aspects of pupil safety and health while they are at school.

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 and undertaken by all staff.
3. To provide a First Aid Register to record all injuries and the attention given.
4. To establish an emergency phone contact number in the advent of parents not being able to be contacted.
5. The principal will ensure that specialised aid is made available for pupils in the advent that the parents can't be contacted.
6. To ensure that a medical file is kept for each child with notified medical conditions and that each class teacher has access to this or the child's record/pupil file.

Guidelines:

1. The School Secretary shall be responsible for ensuring all staff members are made aware of children with significant health issues.
2. Liaison with the Public Health Nurse is by means of a Referral Form, on which staff members write down individual health matters to be attended to.
3. First Aid supplies are regularly budgeted for and safe storage practices for these supplies are implemented.
4. During class teaching hours the school secretary assumes responsibility for the care of pupils in the sick bay.
5. During intervals Medical Room monitors attend to minor injuries, notifying the School Secretary when there is a need.
6. The teachers on duty are responsible for ensuring that all accidents/injuries in the playground are attended to and that the School Secretary is made aware of any accidents which require closer examination and/or parent notification.
7. If in the opinion of the School Secretary an injury is sufficient to require closer examination by a doctor, he/she will first consult with the Principal and then inform the parent immediately.
8. All injuries or illnesses that require further medical attention out of school shall be recorded in the Incident Report book kept in the school office.
9. Head and back injuries are regarded as serious in the first instance. Parents are to be informed immediately and the Principal notified.
10. In the event of the school being unable to contact a parent/caregiver immediately when a child faces a medical emergency the school will have the discretion to request the assistance of emergency medical services.