



SICK BAY POLICY

Rationale:

This document provides clear directions for the operation of the Sick Bay located in the Front Office. It defines the scope and outlines the responsibilities of staff within the parameters of Sick Bay operations.

Purpose:

The Sick Bay is managed by the School Administration Team and is intended to provide health support, limited to basic first aid, administration of medicines as authorised and serves as a waiting bay until picked up by Parent/Guardian. Students who become ill or injured at school will be assessed and provided with appropriate first aid. Parents/guardians will be contacted when further care or pick up is required.

Hours of Operation:

- **Open:** 8:45am – 3:20pm
- **Closed for break:** 11:25am – 12:00pm

Services overview:

- First Aid Support (until family handover)
- Immunisation Authorisation Process
- Medication management
- Supporting Health Management Plans and Action Plans
- Emergency management (until family handover)

Medication:

- **Panadol** will be administered only if the College has **written consent** from a parent/guardian.
- Students with **individual medication plans** will continue to receive their prescribed medication as usual during their medication time. Medication will not be altered on site i.e. halving tablets. This is the responsibility of parents.
- Basic first aid supplies are readily available in the Sick Bay.
- All other medications are securely stored in a locked cupboard.
- Medication is only administered by staff who have completed the required medication administration training.

Emergency Situations:

In the event of head injuries, difficulty breathing, serious accidents or injuries, unconsciousness or non-responsiveness or chest pain, emergency services and student's parents will be contacted immediately. Staff will provide immediate and ongoing care until emergency services or family members/guardians arrive.

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| Sick Bay Policy V1 | March 2026 | Next Review Date: | March 2028 |
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