

## DEALING WITH ILLNESSES, INJURIES OR ACCIDENTS

### **Illness**

1. Children do not have access to sick bay unless "sick".
2. Office staff will send children who are feeling better back to the classroom.
3. Pupils who are sent from class to the Office must have a note to explain why they are being sent.
4. If a medicine needs to be administered on a short term basis and it is necessary for the child to be at school, then it is the parents' responsibility to request in writing that the school administer it.
5. The medicine will be kept by the teacher and administered as directed.
6. All medicines kept on the school premises will be locked away
7. Children requiring inhalers may store these in the office and request to use and administer them themselves when needed.

### **Injuries and Accidents**

8. Minimal first aid should be applied e.g. grazes should be bathed, savlon applied and left to heal. Only if bleeding excessively should a plaster be applied.
9. Injuries that require further medical attention should be reported to the person responsible for first aid and then to the Principal.
10. An accident register will be maintained.
11. The principal will report to the Board any accident involving serious injury, which occurs in the school or during an off-site school activity.