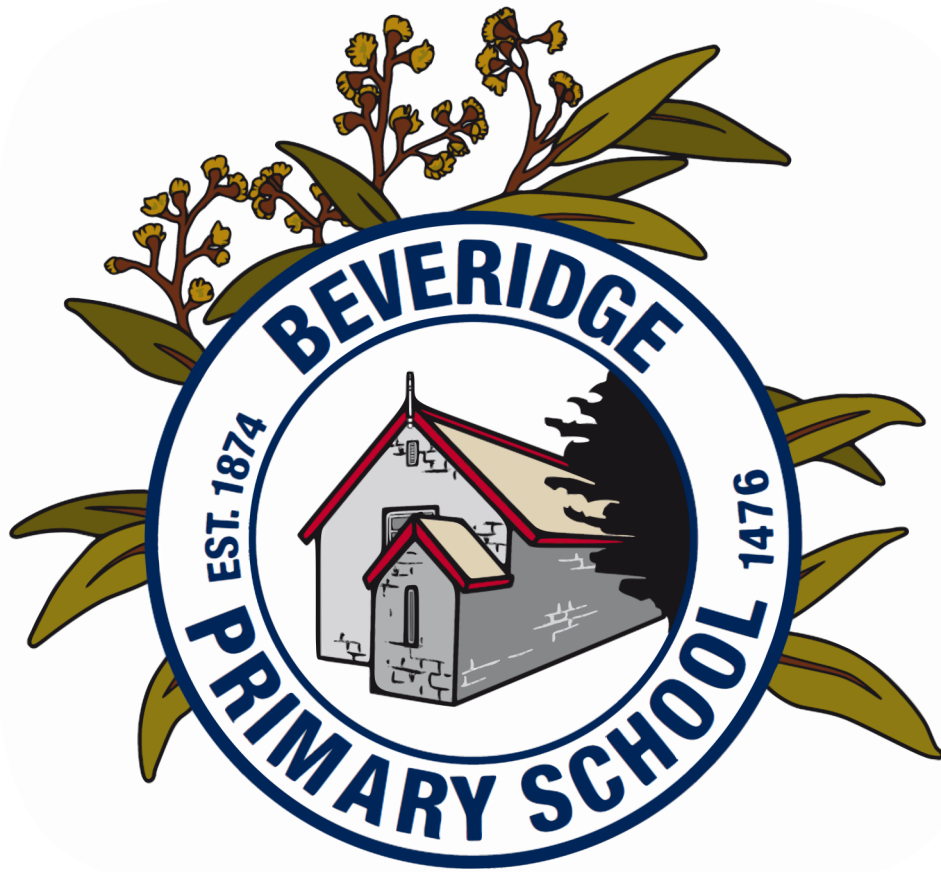
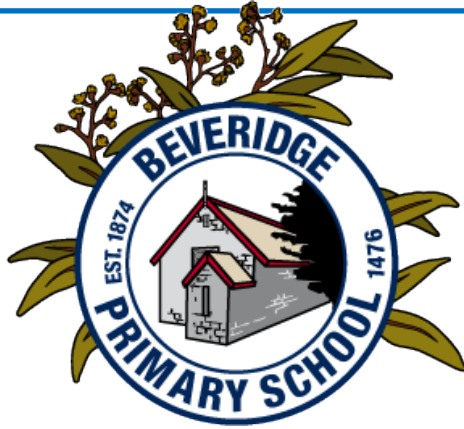




FIRST AID
HANDBOOK

*Beveridge
Primary School*



what are other
words for
sick bay?



dispensary, hospital, infirmary,
clinic, sick berth, sickroom,
isolation ward, sanatorium,
hospice, sick-bay



Sickbay:

Students should not be sent to school when sick.

Our Sickbay facilities are to allow provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and for bodily injury.

The sickbay is not for long term use and in most cases, parents are contacted to collect their children and take them home when their child is unwell.

Frequently asked Questions: Sickbay



My child has Asthma. What do I send to school?

Please have your doctor fill out an Asthma Management plan that will be valid for a whole school year.

Once filled in, return the plan to school as well as medication (e.g.: Zempreon and spacer) and see office staff or the First Aid team.

Your child will have access to their Ventolin and will self administer the medication under the supervision of staff as needed. Medication is kept in the sickbay. All medication **MUST** be signed into sickbay. Students cannot self administer medication from medication kept in their bags.

My child has an allergy. What do I send to school?

Please have your doctor fill out an Anaphylaxis or Allergy plan that will be valid for a whole school year.

Once filled in, return the plan to school as well as medication (e.g.: EPIPEN or Claratyne) and see office staff or the First Aid team. Please note: we use LATEX FREE Band-Aids.

Your child will have access to their medication in the sickbay and it will be administered by staff. All medication **MUST** be signed into sickbay. Students cannot self administer medication from medication kept in their bags.

My child needs ongoing medication (like Ritalin or other) What do I send to school?

Please fill out a medication authority form that will be valid for a whole school year.

Once filled in, return the form to school as well as medication in original packaging and see office staff or the First Aid team.

We require the parent /carer to pass medication to a staff member in the office or first aid room. No **CONTROLLED** drugs, like Ritalin, are to be handled by children. If you need to replenish stock at school you will be asked to bring the medication in, in person and sign it in to a staff member.

Your child will have their medication administered by staff (One staff member administers medication and one staff member observes) and details , like medication name and time administered will be recorded in Compass. All medication **MUST** be signed into sickbay. Students **cannot** self administer medication from medication kept in their bags.

What if my child has an accident at school?

If your child presents to sick bay their injury will be recorded on Compass.

Minor cuts and abrasions will be sorted at school and may not be recorded.

If your child has a head bump you will be notified by phone or SMS and your child treated at school.

If, after receiving first aid, the child has a headache or is feeling unwell, parents /carers will be phoned to pick up the child. Treatment will be discussed with the parent/carer.

In an emergency, where an ambulance is required, first aid will be administered until an ambulance attends. A member of staff will phone parents/carers and update them of the incident. Please be aware, if an ambulance is called parents will incur the cost of the ambulance. (if they have no ambulance cover) Private health insurance may cover the transport, however this varies with each health insurance fund. Families can take out ambulance cover through Ambulance Victoria.

My child needs to take medication at school (short term). What do I do?

While we encourage parents to give medication at home, sometimes we will need to administer medication at school. If this is the case, please bring medication , in original packaging, to the office and we will store it for you in our first aid room. You will be required to fill out the details of the medication on the medication authority form as well as the times it needs to be taken. Staff will administer the medication to your child. At the end of the day, you will be required to pick up the medication. Students can not be given medication to take home.



Continued

Last night my child was vomiting/has diarrhoea. (Gastroenteritis or gastro like symptoms.)

Can I send them to school?

Keep your child away from other children as much as possible until the vomiting or diarrhoea has stopped. Make sure they are consuming adequate fluids. Your child should be excluded from school until the vomiting or diarrhoea has stopped. (usually 48 hrs)

I think my child had lice/nits. What should I do?

There is no way to prevent head lice so it's important to check your child's hair regularly even when you don't think they have head lice. Beveridge Primary School has head lice inspection days throughout the year. If you see live lice on your child, please keep them home until you have treated them. If live lice are found on your child at school, you will be notified to pick them up.

My child may need medication on an excursion, camp or at the sleep over. What happens now?

If your child is going on an excursion, camp or attending a sleepover we will get you to fill out a medication form and staff will administer any medication as per the form. You will be required to hand medication (in original packaging) to staff and pick it up at the end of the excursion, camp or sleepover.

Where are the first aid kits in the school?

Kits for minor cuts and abrasions are located in each classroom. There is a larger kit that contains Asthma medication, located in the gallery at Arrowsmith and at Ambrosia, 2 kits, one each, located between the main classrooms. All other first aid items are in the first aid room located next to the office at each campus. When we have an emergency drill first aid kits are packed as a priority and a first aid officer is always present. Staff carry their own first aid bag when on duty.

What if my child has a toileting accident at school?

If your child is prone to wetting/soiling their pants, please let your class teacher know and also send a clean set of clothing (inc underwear and socks) in your child's bag. Please mark all items of clothing as well. We carry limited 'spare' clothing, that, if used, will need to be washed and returned within the week.

Covid-19

New research is happening all the time so we can understand more about it, including the long-term effects. The symptoms to watch out for are:

loss or change in sense of smell or taste

fever (temperature)

chills or sweats

cough

sore throat

shortness of breath

runny nose

Please do not send your child to school if they are experiencing any of these symptoms.

Please do not send your child to school if they have a fever or high temperature.

We will call for you to pick them up.

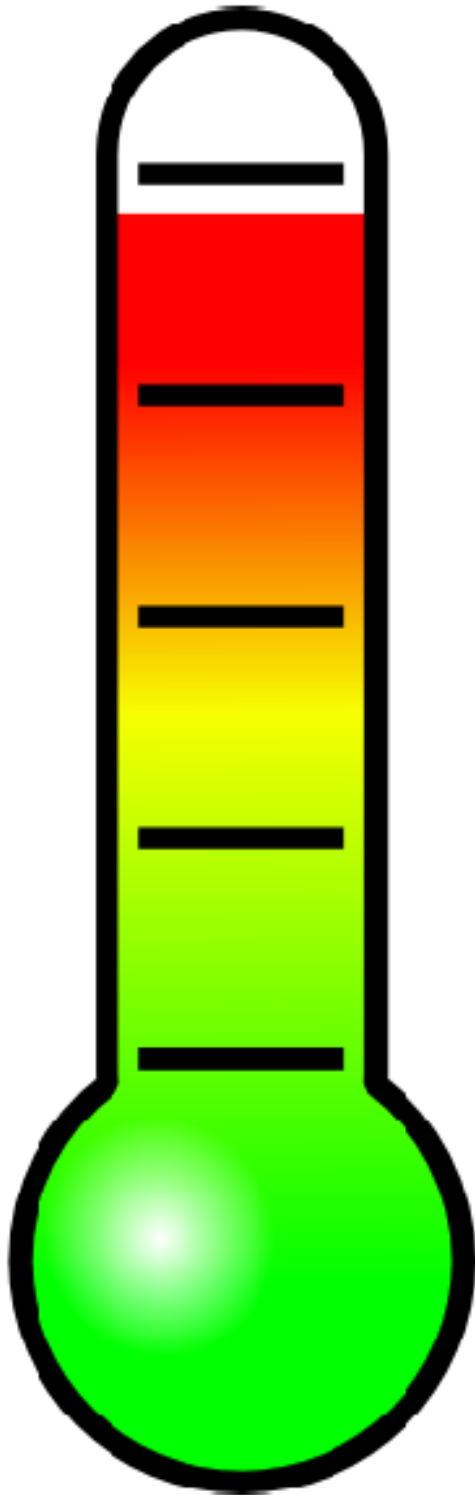
Areas in the Sickbay will be cleaned and wiped over after each patient and hand sanitiser will be available for use.

For more information please check out the Department of Education web page:

<http://www.education.vic.gov.au/school/parents/health/Pages/medicalconditions.aspx>

Do you feel unwell?

Try these steps!



5. Still unwell? See your teacher
for a sickbay pass

4. Quietly rest in a comfy corner
of your classroom

3. Oxygen. Take 10 deep breaths

2. Water. Stay hydrated!

1. Try going to the bathroom

