

# GBS PROCEDURES

## NAG 5 Health & Safety

### 5.6 First Aid Procedures

#### Classtime

- Teacher assesses injury / sickness
- Student is escorted to sick bay (if able) – with a note from Teacher in charge indicating why they are going to the sick bay and possible action

#### Office Sickbay

- Office personnel attend to the students' needs during class time
- An entry is made in the sick bay register.
- If an injury has occurred, First Aid Officers will note the precise location of the site where the injury occurred to aid the Health & Safety Team's review.

#### Playtime or lunchtime

- If students are injured or sick they make their way to the sick bay
- A staff member is on duty during these times
- The staff member assesses student's injury/sickness
- Student's needs are attended to
- An entry is made in the sick bay register

#### Teachers on duty

- Teachers assess injuries
- If injuries/sickness are more substantial students are escorted by teacher/friends to the sickbay

#### Injuries are assessed

- Head injuries – if in doubt student goes home. (If the student remains at school their teacher is alerted and a head injury notice is completed for parents/caregivers)
- Injuries/sickness causing students distress or continued pain – students are to go home – parents / caregivers are rung
- In the event of serious injury/sickness an ambulance will be called
- Rubber gloves are to be worn when dealing with blood/open wound injuries

Signed: \_\_\_\_\_  
Principal

Signed: \_\_\_\_\_  
Chairperson

Approved: 18.10.00  
Rev: 22.03.06  
Rev: 24.03.10