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# BISHOP TYRRELL

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ANGLICAN COLLEGE

## SICK BAY POLICY

<b>Document Approval and Version Control</b>			
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<b>Contact Officer</b>	Corporate Services Manager	<b>Next Review Date:</b>	March 2023



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# 1. DOCUMENT MANAGEMENT

## 1.1 Version History

*Responsibility of author to track and maintain*

Version	Date	Author	Section #	Amendment (What Changed?)
04.06.00	March 2022	Shea Hafey	All	Final

## 1.2 Related Documents

### 1.2.1 Policies

- Code of Conduct
- Risk Management Policy

### 1.2.2 Procedures

- First Aid Procedures

### 1.2.3 Other

- Medication Safety Standard
- Anaphylaxis Student Plans

## 2. SCOPE

The purpose of this policy is to provide a safe and secure environment for students, staff, and visitors and to meet the compliance guidelines.

## 3. STUDENT PROTECTION

Bishop Tyrrell Anglican College supports the rights of children and young people and is committed to ensuring the safety, welfare and wellbeing of students. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers

and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

## 4. DOCUMENT OBJECTIVE

This Sick Bay Policy sets out how Bishop Tyrrell Anglican College manages the Colleges unwell Students, to ensure that at all times a safe and secure environment is provided to all.

The College may, from time to time, review and update this Sick Bay Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

## 5. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

**The College** mean to Bishop Tyrrell Anglican College.

**NASC** means Newcastle Anglican Colleges Corporation.

**Disability** is as identified in Section 4 of the Disability Discrimination Act (1992)

## 6. DUTY OF CARE

### 6.1 Students and Staff

Bishop Tyrrell Anglican College has a duty of care regarding the health of its students and staff and must be in a reasonable position to provide first aid and temporary care for students and staff when they become unwell. The sick bay is an important facility in addressing the health issues of students and staff.

The sick bay is easily accessible to all students and staff located, in the Styles grove building; it is monitored by the college Administration team.

### 6.2 Resources

The sick bay must always be fully resourced and maintained. The sick bay must contain the below items in good working order:

- A refrigerator – For storage of medication and drinks for diabetic students
- A lockable cupboard – To store all student medication

- Two Sick bay beds
- A sink with Hot and Cold running water
- A fully stocked first aid kit (as a minimum)

### *6.2.1 Medication Storage -Student*

All medications within the college must be stored in a lockable cupboard. Medications provided by families must include an action plan, with the below information documented by a General Practitioner;

- Full name of the student
- Name of the medication
- Amount to be administered
- Time to be administrated

Student provided medications must be labelled and stored in individual labelled pigeon holes in the lockable cupboard to ensure medication mishaps do not occur. The medication cupboard must be locked at all times.

### *6.2.2 Medication Storage -College Emergency Medication*

The College stores certain emergency medication on site for Students and Staff in case of an anaphylaxis event or an asthmatic episode where the students Ventolin can not be accessed. These medications are in locked storage to ensure misuse dose not occur.

## **6.3 MAINTENANCE OF FIRST AID KITS**

It is the responsibility of the Corporate Services Manager to ensure that all first aid kits are fully stocked with the appropriate products and do not contain expired items.

### *6.3.1 Location of First Aid Kits*

First aid kits are located in every staff room and building in the college, the list of the building is a the below

- Broughton Building – Located in the Staff Room and the Stem Room ( this services the K-1 Playground).

- Person Building – Located in the Learning enrichment room and the Staff room ( This services the years 2-4)
- New Primary Building – Located in the breakout rooms in both buildings
- Stanton Building – Located in both the staff room and the Lab workspace
- Stephen Building – Located in the Staff room and a smaller one located in both the Kitchen and the Metal work rooms
- Long building – Located in the Library and the Staff Room
- Stretch – Located in the Staff room
- The Hall – Located on the Wall in the kitchenette
- Styles Grove – Located in the sickbay
- OOSH and Canteen – Located in the OOSH

## 6.4 First Aid Bags

The Reception staff are responsible for packing the first aid bags for sport and events, these bags are packed the day before to ensure that all are adequately stocked with the required items.

## 6.5 Vehicle First Aid Kits

The Grounds staff are responsible for maintaining the first aid kits in the College vehicles.

## 6.6 Record Keeping – First Aid Qualifications

The Corporate Services Manager is responsible for maintain records and coordinating the renewals of First aid training. An annual training day is hosted in July to facilitate whole school attendance.

## 7. MEDICATION MANAGEMENT

### 7.1 Medication Administration

Only staff who have been recognised as competent in medication administration can dispense medications to students. These staff members have been nominated, adequately trained and have an allowance paid accordingly for this duty.

All trained medication administration staff are to follow the 6 **Rights** of medication administration

- 1) The **Right** Student
- 2) The **Right** Medication
- 3) The **Right** Dose
- 4) The **Right** Route
- 5) The **Right** Time
- 6) The **Right** Documentation

## 8. POLICY MANAGEMENT

### 8.1 Responsibilities

In accordance with responsibility for the College compliance, the Principal also retains responsibility for this policy and all delegated authorities within.

All employees are responsible for the welfare of students and their colleagues. All employees should be familiar with this policy and ensure adherence is maintained at all times. This responsibility cannot be delegated.

### 8.2 Policy Adherence

Adherence to this policy is a mandatory requirement of all College employees. Breaches of the policy will be subject to formal investigation and may lead to disciplinary action.

### 8.3 Review

This policy will be reviewed annually, or when legislative or governing body changes may warrant a review. The Principal reserves the right to make changes as and when required. The Principal or the Principal's delegate is responsible for reviewing or making approved modifications to the policy and distribution of the policy.