SICK BAY PROCEDURE

- If a student is sick they must inform their classroom teacher.
- This teacher is to fill in a Sick Bay Form (available from Admin) and give to the student.
- If the student is in the playground the sick bay form is to be completed by staff member on duty (forms included with clipboard)
- The student takes this form to Admin.
- If minor illness:
  - Admin will monitor the student for 10min and then determine if the student is to return to class or parents to be contacted.
- If contagious or severe illness:
  - Admin will contact parents or Ambulance as appropriate
- If the child is not able to be picked up the student is to stay on the sick bed.
- If the illness is not severe or contagious the student is to stay on the sick beds and they are not to go to lunch/play.
- Student is not able to return to class until Admin or classroom teacher has given them permission.
- Admin will contact the classroom teacher to inform them that the student has been collected by parent/guardian or if they are allowed to return to class.
- This procedure is to remain in each class teachers roll.

Under no circumstances is a student who has missed class time due to being sick allowed to eat and play in the playground.