



## Guideline/Procedure

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# Sick Bay Referrals

## Purpose

This procedure is to standardise and clarify the process of student referrals to the College Sick Bay.

## Application

This procedure regulates the manner of sick bay referrals, as well as notification to relevant staff of student whereabouts and general wellbeing.

## Procedure

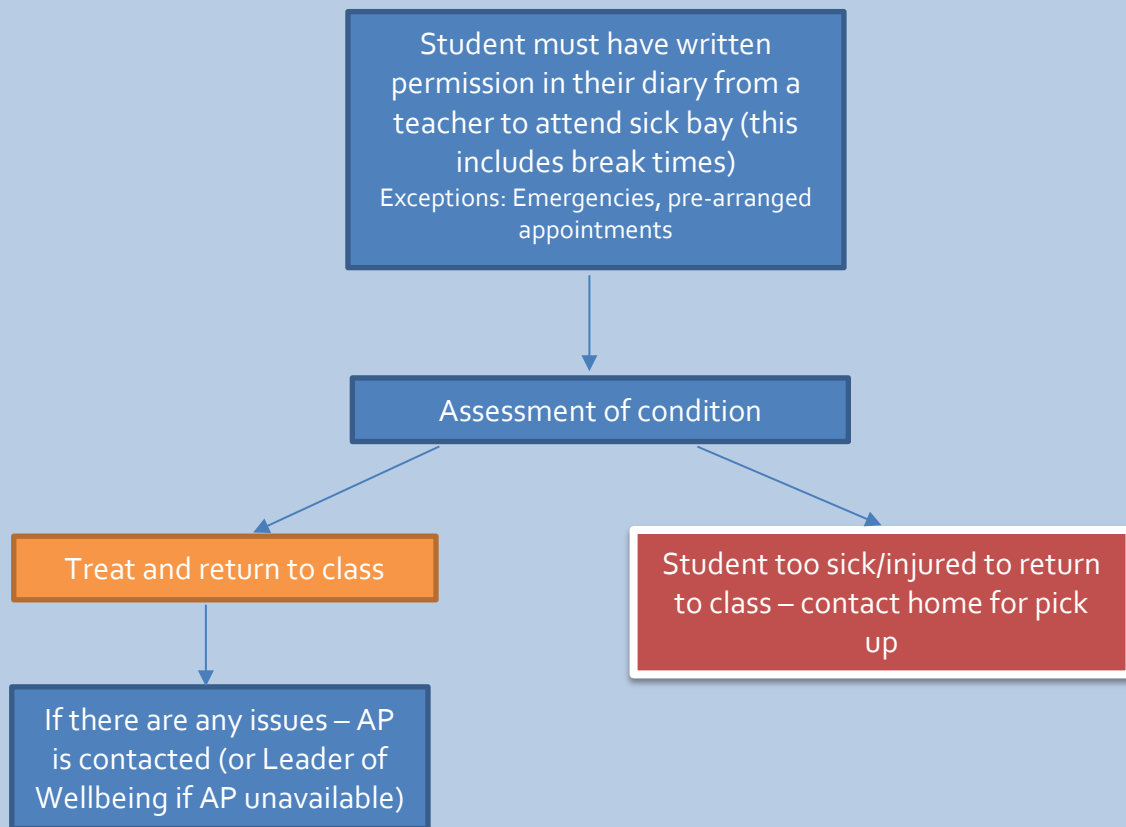
### Referral Procedure

- When students are too sick to participate effectively in class, it is better for parents to have them at home. Confirmation of student absence is required by email or phone call.
- When students begin feeling sick at school, they are to see their classroom teacher and have their diaries signed before coming to sick bay. If a student is particularly unwell, teachers should send another student to transport to ill student to the sick bay.
- No students should present to the sick bay without a note from a teacher. Students will be sent back to class in these instances.
- Upon arrival, the First Aid Officer will tend to the students' needs and either return the student to class, or inform parents to pick their child up. On those occasions where a student needs to remain in the sick bay (e.g. parent unable to pick student up), the First Aid Officer will inform the office – teachers **do not** need to amend their roles to reflect the student absence.
- Student attendance will be logged via the First Aid Room register on the Staff Portal. Homeroom teachers, Pastoral Middle Leaders and Assistant Principal – Wellbeing will access this data to track patterns and make contact with parents and carers if there are any concerns.

### Location of Sick Bay

The College Sick Bay is located in the College Administration building, adjacent to the office of the *Assistant Principal – Religious Education*.

## SICK BAY – Standard operating procedure



- All students who enter sick bay are recorded in the log and email generated to LOW
- If a student is remaining in sick bay – contact office to amend eMinerva to reflect this
- AP/PML/HR teacher to review the log weekly to identify patterns of behaviour

## Enquiries

Enquiries about this procedure must be made with the *Assistant Principal – Wellbeing*.