

Sickness and Emergency

Guidelines and Procedures

Sickness and accidents are inevitable at school. Therefore, a clear process must be in place to ensure the wellbeing of the injured or sick student.

At West Park School:

- Students and staff who are unwell should not remain at school in the interests of both themselves and others in their class.
- Parents/caregivers are contacted whenever a student is seriously injured, receives a head injury or becomes sick at school to enable them to make arrangements for collection of the child.
- If a parent/caregiver cannot be contacted, the nominated emergency contacts are advised, so that they can assume this responsibility on behalf of the parent/caregiver.
- A list of emergency service numbers is displayed alongside the office telephone.
- Sick or injured students in the medical room are monitored regularly by office staff.
- Teachers are informed when a student sent to the medical room has been collected by parents/caregivers.
- In the event that a child needs to be taken to hospital and a parent or caregiver isn't available to accompany the child, then a teacher or staff member will accompany the child to hospital and stay with them until a parent or caregiver arrives.
- In the event of a civil emergency, school procedures will be followed as outlined in the 'Emergency Procedures' guidelines.

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