



Wychwood School

**SICK BAY POLICY AND ARRANGEMENTS**  
**(This policy is to be read in conjunction with the First Aid Policy, Medical Policy and Allergy and Anaphylaxis Management (Nuts Minimisation)) Policy)**

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**SCHOOL PRACTICE**

Girls who are unable to attend lessons because they are ill can go to sickbay with the permission of a member of staff, not a gap assistant, preferably the first aider on duty.

**Day girls:**

Parents/guardians are then called to inform them that their daughter is not feeling well. Girls may stay in sick bay until their parent or guardian is able to collect them.

**Boarders:**

Housemistress is to be informed if a border is placed into sick bay. The housemistress will then contact parent or guardian if it is deemed they are too unwell to board.

**Sickbay procedure**

NMS  
3.2

A girl is escorted to sickbay by a member of staff or gap assistant and signed in. The following information is completed on the sickbay form (available in sickbay):

- Full name
- Date
- Time in
- Reason i.e. temperature
- Medication given
- Meals given

Girls are to be shown where the call bell is and told to use it when they need assistance. The bell rings in the office. Office staff **MUST** respond usually by sending a gap assistant or the duty first aider but if no one else is available the office staff must lock the office and go and assist the girl in sickbay.

Staff need to add the girl's name to the whiteboard in the staff room providing the following information:

- Full Name
- Date and time in
- Medication given and time given
- The next time to check on the girl

Staff to inform the office/GAPs of girls in sickbay.

Girls should be checked periodically as deemed necessary by the gap assistants.

Girls must sign out with a member of staff in the staff room when they leave sickbay or school and the sickbay form must be completed.

The girl's name should then be removed from the whiteboard in the staff room.

The sickbay paper book will be transferred to pass once a week by the junior housemistress.