



LANCELIN PRIMARY SCHOOL

MANAGING UNWELL STUDENTS DURING THE SCHOOL DAY

In the classroom:

1. Check to see if the student needs water or the toilet. Monitor the student in the class for about 15 minutes.
2. If there is no improvement after 15 minutes, send the student to the office where they will be monitored at the sick bay. Please send a student to accompany the unwell child.
3. Admin will decide whether to call the parents for collection, or to monitor in the sick bay with the view to returning the student back to the classroom later in the day.
4. All information regarding the admission to sick bay will be completed by the admin and stored in the SICK BAY FILE located in the sick bay.
5. If the child is to go home with the parent, the parent must sign the child out of school for the day, using the appropriate record keeping document.
6. Admin will update Compass with notification of child leaving school site.
7. **STUDENTS ARE NOT TO BE LEFT IN THE CLASSROOM DURING RECESS, ALL UNWELL STUDENTS MUST COME THROUGH THE OFFICE.**

During lunch/recess

1. Send the child to the office with a support person (another student) explaining the situation.
2. A member of admin will attend to the student and will decide on the correct course of action. and will notify the teacher if the student is remaining in the sick bay or has gone home.
3. If the student is going home the parent must sign the child out for the rest of the day using the correct sign out procedure.
4. If the child begins to feel better they will be returned to their classroom where they will be monitored.