

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Pakenham Primary School.

Purpose

To ensure the school community understands our school's approach to first aid for students.

Scope

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

Policy

From time to time Pakenham Primary School staff might need to administer first aid to students at school or school activities. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Pakenham Primary School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In the First Aid room

The First Aid Officer, Kathryn Crawford and Jasmine Richter, will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

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- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Pakenham Primary School will notify parents/carers by either a phone call or Compass notification.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Pakenham Primary School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Reminders and updates on Compass, as required
- Hard copy available from school administration upon request

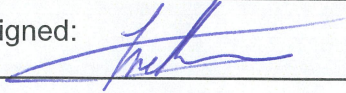
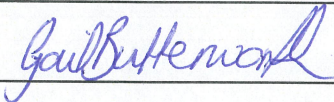
Further information and resources

- Healthcare Needs Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy

Evaluation

Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

First Aid Policy

Approved Date	School Council President	School Principal
7th September 2021	Name: Travis Mether	Name: Gail Butterworth
	Signed: 	Signed: 

Review cycle

This policy was last updated in September 2021 and is scheduled for review in September 2024.

Version	Date	Modification	Modified By
Draft	July 2018	Personalised policy to Pakenham Primary School	Gail Butterworth
Version 1	March 2019	Updated trained First Aid Officers List. Updated Incident Support and Operations contact details.	Gail Butterworth
Version 2	September 2021	Updated to 2021 new policy template, changed first aider responsibility list	Rachael Kimber