

First Aid Policy (includes arrangements for ill students)



Help for non-English speakers

If you need help to understand the information in this policy, please contact Pakenham Primary School on 03 5918 3900 or pakenham.ps@education.vic.gov.au.

Purpose

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

Scope

First aid for anaphylaxis is provided for in our school's *Anaphylaxis Policy* and asthma in our *Asthma Policy*.

Policy

This policy should be read with Pakenham Primary School's *First Aid, Administration of Medication, Asthma* and *Anaphylaxis* policies.

From time-to-time 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.

1. Staffing

The Principal will ensure that Pakenham Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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.

2. First aid kits

Pakenham Primary School will maintain:

- Two major first aid kits which will be stored in the First Aid room and the PAPE (Gym).
- Three portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored:
 - In the First Aid room

The First Aid Officers will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

3. 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.

4. First aid room

Our school follows the Department's policy and guidance in relation to our first aid rooms to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

5. 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:

- 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 practical.
- 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 Compass, CASES21 and/or EduSafe Plus, depending on the circumstances.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - 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 where required to under that policy.

In accordance with guidance from the Department of Education, 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

This policy should be read in conjunction with the following policies on the Department’s Policy and Advisory Library (PAL):

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)



- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Anaphylaxis](#)
- [Asthma](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

Policy review and approval

This policy will be reviewed every 3-4 years by the School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

School Council President	School Principal
Name: Travis Mether	Name: Gail Butterworth
Signed: 	Signed: 

First Aid Policy (includes arrangements for ill students)	
Approval Date	September 3rd, 2024
Next Scheduled Review Date	September, 2027

Version	Date	Modification	Consultation	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
Version 3	September 2024	Reviewed and prepared for school council and community feedback, as part of regular evaluation. Updated based on the newest template for compliance with Child	School Council: September 3rd, 2024	Rachael Kimber

Version 3

School Council approved this policy on: September 3rd, 2024

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		<p>Safe Standards. Changes include:</p> <ul style="list-style-type: none">• adding contact details to the first section• altering the Policy review section to ensure compliance.• Changing the name of the policy from First Aid Policy to First Aid Policy (includes arrangements for ill students)• Added "First Aid Room" section	<p>Community consultation through Compass Post: September, 2024</p>	
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