

# First Aid Policy



## 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*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

## POLICY:

From time to time Pakenham Secondary College 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:

The principal will ensure that Pakenham Secondary College 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.

The list is reviewed as part of the annual review of our Emergency Management Plan.

## First Aid Kits

The College will maintain:

- A major first aid kit which will be stored in sickbay.
- Five portable first aid kits which may be used for excursions. The portable first aid kits will be available from the General Office on the day of the excursion.
- Seven portable first aid kits for Yard Duty supervisors.

The School Sick Bay Officer is 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](#).

## 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 sick bay 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.

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

## 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/carers 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, the College will notify parents/carers by phone call or email.
- 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 resulting from a student incident, injury or illness, Pakenham Secondary College will:
  - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
  - if care was provided in response to a medical emergency or reportable incident, 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 Department of Education and Training policy, 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

### ASTHMA:

Parents/Guardians of students with Asthma are required to provide the College with current asthma information, which includes completing a ‘Student Asthma Action Plan.’ Forms are available from the sick bay or at reception. Contact numbers of Doctors and Emergency contacts must be provided to the College and up-dated regularly. Students should carry their own asthma medications with them at all times. Additional medication, if necessary, will be stored in the College sickbay.

### ANAPHYLAXIS

Parents/Guardians of students at risk of Anaphylaxis must provide the College with current information and assist the College to develop an Anaphylaxis Management Plan. The College will address prevention strategies and a communication plan to raise staff student and community awareness about severe allergies. The College will provide all staff with a training/information session annually and inform all staff of the students and policies twice a year or as required.

### COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook
- Hard copy available from school administration upon request

## Further Information and Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- [First aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

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 last reviewed	14 <sup>th</sup> May 2024
Approved by	Principal
Next scheduled review date	May 2027 (3 to 4 year review cycle)