

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*

POLICY

From time to time Pakenham Consolidated School staff might need to administer first aid to students at school or school activities (i.e. sport's events, concerts, fete, camp, excursions, etc.)

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 Consolidated School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Pakenham Consolidated School has a number of trained first aid officers. The current list of PCS First Aid Officers is displayed as on a "First Aid Resource Poster" in the:

- First Aid Room
- PCS Work Health & Safety Noticeboards

First aid kits

Pakenham Consolidated School will maintain:

- A major first aid kit is stored in the First Aid Room.
- PCS First Aid risk assessment will ascertain the number of portable first aid kits which will be maintained and available for excursions, camps and where deemed necessary. The portable first aid kits are stored in:

- First Aid Room

Or allocated to certain school areas

- Physical Education Staff/area
- Hands On Practical (HOP) Staff/area

The First Aid Coordinator will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell or have a fever should not attend school.

If a student becomes unwell during the school day they may be directed to 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:

- 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 or any service recommended/specified or direction given by Triple Zero operators or Clinical Paramedics.
- 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 in the First Aid Room for a minor injury or condition, Pakenham Consolidated School will notify parents/carers by the “illness/injury notification” form. Older student may brief parents/carers of their injury or condition after school at pick up or thereafter.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact the primary parents/carers in the first instance and 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.
- Parents/Carers are advised to review their student’s injury/condition on receipt of the “PCS illness/injury notification” form or on being briefed by their son/daughter and take any further medical action as deemed appropriate.
- Whenever first aid treatment has been administered to a student for a serious injury Pakenham Consolidated School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to DET’s Incident Support & Operations Centre (ISOC).
 - Notify Worksafe if required to do so.

FURTHER INFORMATION AND RESOURCES

- Medication Policy
- Anaphylaxis Policy
- Asthma Policy

REVIEW CYCLE

This policy was last updated on August 2021 and is scheduled for review in August 2025.