



# 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 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.

Along with our College appointed Sick Bay Officer, the Colleges trained first aid officers are displaying in Sick Bay.

## **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.

## **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.

## **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, 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 Pakenham Secondary College will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

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.

#### **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.

Ratified by College Council	Not Required
Last Review Date	April 2021
Review Cycle	3 - 4 Year
Review Date	April 2024