



First Aid Policy

1. *Rationale-*

At Pakenham Springs Primary School the first aid room is located adjacent to the school office. This room is equipped to deal with minor first aid incidents that may occur at the school. The school's first aid room has been equipped in accordance with Victorian Government School's Reference Guide recommendations and contains regularly maintained first aid kits containing the recommended first aid supplies.

In accordance with Department of Education's regulations, every endeavour will be made to have a number of staff trained with current qualifications in Level 2 first aid. The person appointed to the role of first aid officer must hold a current Level 2 first aid qualification (at least).

2. *Purpose of Policy-*

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

The purpose of the Pakenham Springs Primary School First Aid policy is to ensure that student health and safety whilst at school and on school related activities is given the highest priority. The policy clearly outlines the procedures to be followed when a health issue arises.

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.

3. *Implementation Guidelines-*

From time to time, Pakenham Springs 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:

The Principal will ensure that Pakenham Springs Primary School has sufficient staff with 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) which is reviewed and updated annually. Our EMP includes the expiry dates of the training.



First aid kits:

Pakenham Springs Primary School will maintain:

- A major first aid kit which will be stored at the sickbay
- A minor first aid kit stored in each classroom and specialist subject area
- 4 portable first aid kits which may be used for excursions, camps or sporting activities. The portable kits will be stored in the sickbay.

The School Nurse, Tina Seuren, will be responsible for maintaining all major and portable first aid kits. Classroom teachers have the responsibility to ensure their minor first aid kit (yard duty backpack) is adequately stocked.

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 sickbay 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 first aid room/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/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 Springs Primary School will notify parents/carers by sending a note home to parents/carers, email, Compass message or phone call.
- 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 Springs Primary School will:
 - record the provision of first aid treatment on CASES21
 - [If the first aid treatment 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 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

The following process should be followed when students are injured at school.

Injury/sickness during class time:

1. The teacher in charge of the class will assess the nature of the injury. If it is only minor (ie. small cut, graze etc.), it will be treated using the classroom's first aid kit. The teacher will monitor the situation in the classroom/teaching space.
2. If it is more serious (i.e. bleeding) or where the teacher feels their knowledge to be inadequate, the student will be brought to the school office by a suitable monitor. (Ensure that the student doesn't go straight to the first aid room.) The teacher will contact the office to inform them a student is on their way and the nature of the injury/illness. If the injury is of a serious nature (and the student can be moved) the teacher will accompany the student to the office. Arrangements for the teacher in the adjacent classroom to supervise the students will be made. If uncertain, the teacher will contact the office for assistance.
3. The student will be treated appropriately and either returned to the classroom or sent home. In severe cases of illness or injury or with cases which cause concern, the child's parents will be contacted. If the parent(s) are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal will make the decision on the course of action to be taken.
4. If the student is sent home, they are to be signed out by the person collecting them using the Compass Kiosk at the office

Injury/sickness during recess/lunchtime:

1. All students ill or injured at a break from classes must first see one of the teachers on duty. If it is only minor (ie. small cut, graze etc.), the teacher will treat with supplies from the first aid bag carried whilst on duty. If the injury/illness is more serious (ie. bleeding) the teacher on duty will issue the student with a first aid tag.
2. The student will take the tag to the office before being taken to the sick bay where they will be treated by the on duty first aid officer. The first aid duty officer will arrange suitable treatment.
3. If the injury is more serious, the yard duty teacher will contact the office by mobile phone. If a mobile phone isn't available the teacher will send another student to the staff room requesting first aid help in the yard.

Where possible we do not wish to keep ill or more seriously injured students at school. The first aid room will not be used as a rest area for sick students as this can often result in a large number of students in the sick bay at the same time.

EXCURSIONS/CAMPS:

1. In planning for the excursion/camp the teacher in charge will ensure that necessary details are obtained on the student's medical needs (i.e. medication required to be administered; asthma; medical conditions).

Excursions:

The note sent to parents must ask whether their child requires medication to be administered whilst on the excursion and/or whether their child suffers from asthma or another medical condition.



If the parent indicates this, the teacher in charge of the excursion must ensure that the following forms have been completed and are filled at the school. The teacher in charge will also check with the School Nurse to ascertain if the appropriate forms are already on file at the school. If not (i.e. in the case of short term medication or a new notification regarding asthma or a medical condition) the appropriate form will be sent to the parent for completion-

- School Medication Permission Form
- School Medical Condition Form
- Asthma Action Plan

Prior to the excursion, the teacher in charge will liaise with the School Nurse to ensure the medication the student is required to take whilst on the excursion is available.

Camps:

In gathering information on the student's medical requirements for camp the following three forms **must** be issued to all parents of students participating:

- Confidential Medical Information (DET form)
- Asthma Action Plan
- School Medication Permission form
- School Medical Permission form

2. The camp/excursion leader will designate a participating staff member(s) to store and administer medication. This person/people will also be responsible for the medication, medical forms and the first aid kit. Parents must provide all medication in clearly named containers and hand these to the nominated staff member(s) at the beginning of the camp.
3. When an injury occurs the attending teachers will decide on the appropriate first aid treatment.
NOTE: In the case of a serious accident/illness or where the teacher is unsure of the extent of the illness/injury, the teacher will call for an ambulance immediately on "000". Once the safety of the student has been ensured, the teacher will contact the school to advise them of the action taken. For other cases the following procedure applies including notifying ISOC Incident Support Operations Centre 1800 126 126.

Camps:

In cases of illness or injury (except as detailed above), the child's parents will be contacted. If the parent(s) are unable to be contacted, the teacher will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the teacher in charge will make the decision on the course of action to be taken. The teacher in charge of the event will contact the school principal as soon as possible.

Excursions:

In cases of illness or injury (except as detailed above), the school will be immediately contacted. The school will contact the parents. If the parent(s) are unable to be contacted, the school will contact the emergency contact as provided by the parents. If this is unsuccessful, or in exceptional circumstances, the Principal will make the decision on the course of action to be taken.

4. Relevant medical records and documentation must be maintained at all times – (See section below).

RECORDING OF FIRST AID TREATMENT:

School:

1. All incidents requiring first aid and treated in the sickbay will be recorded in the first aid record book. Each student will be issued with a first aid treatment slip outlining the nature of the illness/injury and the treatment given.
2. In cases of serious injury or injuries of concern, the Department of Education Injury Report Form* will be filled out by the first aid officer in conjunction with the appropriate staff member and given to the Principal. The first aid officer is responsible for ensuring that all necessary data is entered into CASES21.

Camps/Excursions:

1. All incidents requiring first aid treatment on a camp/excursion will be recorded on first aid record sheets (available from the first aid room).
2. On returning to the school these records will be given to the School Nurse for ensuring they are entered into CASES21. More serious incidents will have a Department of Education Injury Report Form* filled out by the first aid officer in conjunction with the appropriate staff member and given to the principal.

Miscellaneous:

In the case of any media attending the school because of an illness/accident, only the school Principal or their nominee will be permitted to make comment to the media. In such instances the School's Emergency Management Plan must be referred to.

An updated list of all staff members who are first aid trained will be displayed in the school's sick bay. This list will be updated annually.

4. 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
- Hard copy available from school office 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

5. Evaluation-

The First Aid Policy will be evaluated and revised by the principal and first aid officer every three years or after a major issue requiring first aid treatment.

Policy last reviewed	12 th May, 2023
Approved by	Principal
Next scheduled review date	12 th May, 2026