

Pakenham Hills PS First Aid Policy

RATIONALE:

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

AIMS:

Pakenham Hills Primary School aims to:

- Administer first aid, and provide adequate treatment for children when in need in a competent and timely manner, attempting to minimise injuries to students at school.
- Communicate children's health problems to parents when necessary.
- Provide supplies and facilities to cater for the administering of first aid.
- Maintain a sufficient number of staff members trained with a level 2 first aid certificate

Ensure first aid, including for anaphylaxis and asthma are provided for in our schools:

- *First Aid Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*

IMPLEMENTATION:

- A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits containing basic supplies are maintained in each classroom. These will be checked each month and refreshed as required.
- Injuries to students must be attended to, no matter how minor.
- Any student in the first aid room will be supervised by a first aid attendant or staff member at all times.
- 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.
- A sufficient number of staff will be trained at the appropriate level and maintain up-to-date CPR qualifications.
- Injuries or illnesses that occur during class time will be referred to a first aid attendant who will manage the incident.
- Injuries that occur during recess or lunch breaks will be assessed by the yard duty teacher and where necessary, referred to the first aid attendant in sick bay.
- Where a student is suspected of sustaining a substantial injury, a first aid officer is to be called to attend in the yard.
- All reported injuries will be recorded on Compass or the Injury register in sick bay.
- All injuries involving an open wound must be covered
- Staff will be provided with basic first aid management skills, including blood spills. A supply of protective, disposable gloves will be supplied in each yard duty bag, alongside basic bandaids, including non-latex bandaids.
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and reference should be made by staff to the school's Incident Management policy.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action.
- No medications will be administered without the express written permission of parents/guardians. Directions must include the medication name, the child's name, the dosage and time to be administered. A record of all medications administered must be maintained.
- Parents of unwell children, or children who require further monitoring, will be contacted and asked to collect their child/ren. All children leaving early must be signed out of the school.
- All off-site activities will ensure a minimum of 1 (one) qualified first aider attending.
- All off-site activities will be accompanied by a first aid kit; including an epinephrine autoinjector, and a mobile phone.
- All students attending off-site activities will provide a signed medical form with all necessary medical details. The signed form will accompany the off-site activity and a copy provided to remain at school.
- Students with a documented asthma management plan will have access to Ventolin/Asmol and a spacer at all times. This includes at school and off-site activities, regardless of whether a personal puffer has been issued or not.
- The First Aid Officer/s is/are to be responsible for the purchase and maintenance of first aid supplies, kits and the general maintenance of the first aid room.

- At the commencement of each year, request for updated information will be sent home including requests for Individual Management Plan updates. Reminders of policies and practices in managing first aid, illness and medications throughout the year will be posted/sent home to the school community.
- General matters relating to first aid will be communicated with at the beginning of each year. Recommended procedures will be revised regarding general first aid and procedures, particularly when dealing with asthma, diabetes and anaphylaxis.

EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This policy will be reviewed as part of the school’s multi-year review cycle.

This policy does not require School Council Approval.

Dale Hendrick
Principal

Version	Date	Modification	Modified By
1			