



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

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

Patterson Lakes Primary School trained first aid officers are:

Carole Mayes	August 2018	Poppy Morris	August 2018
Kate Shannon	August 2018	Sandra Murphy	August 2018
Chloe Delaney	August 2018	Mary Phillips	August 2019
Rachael Grady	August 2018	Megan Sinclair	August 2019
Sarah Ashburn	August 2018	Emma Theodore	August 2019
Stephanie Bensted	August 2019	Jason Zarb	August 2018
Sabine Boes	August 2019	Clara Mangone	August 2018
Shauna Davies	August 2019	Adrian Patane	August 2018
Luke Milgate	August 2019	Julie Shaw	August 2018
Sue Caspersz	August 2018	Susan Maxwell	August 2018
Daniela Sharp	August 2018	Colette Williams	August 2018

First aid kits

Patterson Lakes Primary School will maintain:

- A major first aid kit, which will be stored in the first aid room.
- We also have 6 portable first aid bag which may be used for excursions, camps, or yard duty.
- The portable first aid bags will also be stored in the first aid room.
- Rachael Grady, our First Aid Officer will be 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 the 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, Patterson Lakes Primary School parents/carers by sending a note home or a 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, Patterson Lakes Primary School 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.

FURTHER INFORMATION AND RESOURCES

- Asthma Australia: [Resources for schools](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated December 2020 and is scheduled for review in 2023

EVALUATION

The school should and if necessary update the policy at least once every 3 years.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, December, 2020.

Signed.....

School Council President

Signed.....

Principal