



# St Christopher's Primary School

## First Aid Policy



St Christopher's is a school that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in St Christopher's to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school-approved activities.

## Scope

This policy applies to students, staff, families and others at St Christopher's.

## Principles

The following principles underpin this policy:

- our school has a responsibility to ensure safe working and learning for all members of school communities
- The principal and all staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the school.

## Policy

St Christopher's is responsible for providing first aid assistance to students in the event of illness or a medical emergency.

### First aid facilities

The principal ensures that first aid facilities are in place to meet the needs of staff, students and others in school environments and for school-approved activities, including off-site activities such as camps and excursions, and out-of-hours school events. The area has appropriate signage and is readily identified as the First Aid office which is located opposite the school reception desk. In this area, the First aid facilities are supervised at all times during school time and all school-approved activities by a First Aid Officer.

- Any children in the First Aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class and break times will be referred to the first aid/administration staff when necessary, who will then manage the incident.
- A confidential up-to-date register (SAS) will be kept of all injuries or illnesses experienced by children that require First Aid. Any medication administered is also recorded in this register.
- All staff will be provided with basic First Aid management skills and a supply of protective disposable gloves will be available for use by staff if required.
- Any children with injuries involving blood must have the wound covered at all times.
- When a student sustains an injury, the teacher on duty must ensure the injured child is directed or assisted as necessary to the First Aid Room.
- If the injury is serious and the child cannot be moved, the teacher will send a child to the office to ask for staff assistance. The teacher will remain with the child until assistance arrives. Once the child is in the sick bay the staff member on First Aid Duty will care for the child.

- During class time please send the child to the General Office, where support will be given. (Please ensure two other children accompany the sick child.)
- All student medication will be kept in the First Aid room cupboards and must be named. Epipens and accompanying Anaphylaxis medication and Plan are kept in labelled and accessible storage containers in the staffroom.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- Any student who requires medical treatment as a result of an injury whilst at school will be reported to Worksafe in accordance with the Workplace Act within 48 hours of making the report.
- It is encouraged that the teacher of a student who has received a major injury make contact with the family during out-of-school hours to provide pastoral care and support to the family at such a time.
- The Principal must be informed immediately (or as soon as reasonably possible) of any injury that is considered greater than “minor”.
- It is recommended that all students have personal accident insurance and ambulance coverage.

Sufficient staff must be trained under the provisions of the *Occupational Health and Safety Act 2004* (Vic.) to ensure adequate provision of first aid, based on the number of students in the school or engaged in the activities, the activities being undertaken and the school environment.

## First aid kits

- A First Aid room will be available for use at all times.
- A comprehensive supply of basic First Aid materials will be stored in the First Aid Room.
- A comprehensive First Aid kit including a generic Epipen will accompany all camps /excursions/offsite activities, along with a mobile phone.
- All school camps/excursions/offsite activities will have at least one Provide First Aid/Management of Anaphylaxis and Asthma trained staff member at all times.
- The First Aid Officer is to be responsible for the purchase and maintenance of First Aid supplies, first aid kits and icepack, and the general upkeep of the First Aid Room.
- Prior to a plans expiry, requests for updated First Aid information for the following school year will be sent home. This includes Asthma Plans, Allergy Plans, Medical conditions and high-priority medical forms as well as reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Anaphylaxis Plans are to be replaced when a child’s Epipen expires or as required and Anaphylaxis Individual Management Plans are completed each December for the following school year.
- Anaphylaxis Individual Management Plans meetings occur in December with the First Aid Officer and the following years classroom teacher where possible
- During recess and lunch times, children who require minor treatment for small cuts can seek the support of the yard duty teacher for a bandaid. If more treatment is required students must report to the yard duty teacher to collect a First Aid card from the teacher on yard duty before going to the sickbay.

## First aid staff and training

First aid officers provide initial care to injured students, staff or others in accordance with their level of training. They are not required to diagnose conditions or provide ongoing medical assistance.

The principal or their delegate will ensure that designated first aid officers and general staff have completed the recognised training. A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Where appropriate, a first aid officer will refer the ill or injured person to additional medical advice or assistance.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

The school will conduct twice yearly anaphylaxis management staff briefings including information set out by the Department of Education (DE) for use in Victorian schools, with one briefing at the commencement of the school year. This occurs at the start of the year and in Term Three.

A register of all first aid training is kept in the school First Aid Room.

A sufficient number of staff (including at least 1 administration staff member) to be trained with a Provide First Aid certificate, Provide CPR certificate and First Aid Management of Anaphylaxis and Management of Asthma Risks and Emergencies in Workplace 22300VIC and 22282VIC.

It is the classroom teacher's responsibility to ensure that they have read and keep at hand all relevant, up-to-date documentation provided regarding their students' medical and health needs.

General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication and EpiPens will be discussed with the First Aid Team and then shared with staff.

## Administration of First Aid

School staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency. Our school staff who have been trained will administer first aid in accordance with their training. Trained staff can provide basic first aid with [DRSABCD](#).

In a medical emergency, staff take emergency action and do not need to obtain parent/carer consent to do so. Staff contact Triple Zero "000" for emergency medical services at any time.

On each occasion where first aid is administered to a student with a minor injury or condition, our school staff will notify parents/guardians/carers by contact details available at school. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

School staff are to determine whether students presenting with infectious illnesses and their contacts require an [exclusion](#) period from school and abide by any minimum period in accordance with the Department of Health.

### Administration of First Aid for Head Injury

For students who have an impact to the head, suspected concussion, or observed concussion, our school staff can use [\[Concussion Recognition Tool 5 or recognised tool/app as chosen by the school\]](#) to help identify a suspected concussion.

If a student demonstrates symptoms of a [moderate to severe head injury](#) (neck pain or tenderness, double vision, weakness or tingling/burning in arms or legs, severe or increasing headache, seizure or convulsion, loss of consciousness, deteriorating conscious state, vomiting, increasingly restless, agitated or combative), the school is to call an ambulance immediately. If the [\[Concussion Recognition Tool 5 or recognised tool/app as chosen by the school\]](#) is used, the school must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian/carer is asked to collect the student and have a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, our schools will act on medical advice where this is provided to support a return to school and associated activities including participation in sport. When required, the school will support the students returning to school and will be guided by the advice of the medical professionals and doctors.

## Communication with parents /guardians / carers

The school requires parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents are requested to provide this information annually, prior to camps and excursions and if the child's medical condition changes since the information was provided.

Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with MACS policies for information recordkeeping, retention and disposal.

An incident report will be completed when first aid is administered. This report will be kept in the school and a copy provided for the parent / guardian / carer of the student.

Parents / guardians / carers are notified as soon as possible if required to collect an ill or injured student from the school. When a parent / guardian / carer cannot be contacted, the principals' delegate will contact the emergency contact nominated by the parent / guardian / carer.

- Parents of ill or injured children will be contacted to take the child/ren home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- Parents will receive an email notification at the end of the school day if their child has required attention in the first aid room. Parents will be notified by phone as a matter of urgency if the situation requires.
- All children attending camps/excursions/offsite activities will submit a signed Medication Authority Form providing detailed medical information and permitting teachers to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed forms or plans are to be taken on all offsite activities.
- **Head injuries:** Parents will be notified by phone immediately if their child presents with a head injury involving visible trauma or symptoms of concussion (as per [Concussion Recognition Tool 5 or recognised tool/app as chosen by the school](#)). Students with a head injury of a non-serious nature will be provided with rest and monitored. Should the student return to class to continue normal activities notification will be in the email form at the end of the day.

## Definitions

### First aid

The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

### First aid officers

Staff members who have been trained in first aid and are designated to provide initial care of ill or injured staff, students or others.

## Related policies and documents

### Supporting documents

First Aid Risk Assessment – Template for Schools

First Aid Form – School and Parent/Guardian/Carer Record – Template for Schools

## Related MACS policies and documents

Administration of Medication Policy  
Anaphylaxis Policy  
Excursion, Camps and Travel Policy  
Medical Management Policy for MACS Schools  
Medical Management Procedures for MACS Schools  
OHS Policy – Schools

## Resources

Department of Education First Aid Contents Checklist, available on the [First Aid for Students and Staff webpage](#)  
[Department of Health – School Exclusion periods for primary schools](#)  
[Department of Health – School Exclusion table](#)  
[Murdoch Children’s Research Institute HeadCheck Concussion Recognition Support Tool](#)  
[The Royal Children’s Hospital Melbourne Head Injury – return to school and sport](#)  
[CECV Student Activity Locator](#)  
[Asthma First Aid Poster](#)  
[ASCIA First Aid Plan for Anaphylaxis](#)  
[ASCIA Action Plan for Allergic Reactions](#)  
[ASCIA Action Plan for Drug \(Medication\) Allergy](#)  
[St John’s Ambulance First Aid fact sheets](#)

## Legislation and standards

*Education and Training Reform Regulations 2017 (Vic.)*  
*Occupational Health and Safety Act 2004 (Vic.)*

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