

First Aid Policy and Guidelines Schools



Purpose

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students. It is important, therefore, to identify the first aid arrangements and facilities in place to ensure all injured and ill people get immediate and adequate treatment.

Appropriate first aid facilities, training and resources must be in place in each school or workplace to meet the first aid needs of staff, students and others in the workplace or school, or in school approved activities, including those activities that take place off site or out of school hours.

Scope

These guidelines apply to all employees, students and others in all schools and workplaces governed and operated by MACS, including specialist schools established and operated through its subsidiary Melbourne Archdiocese Catholic Specialist Schools (MACSS).

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.

Policy

First aid facilities to meet the needs of staff, students and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions, and out of hours school events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

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

Additional training for anaphylaxis management will be undertaken by all staff in schools.

A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of campuses
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others
- previous incidents or trends in illness or injuries
- the nature and location of camps, excursions and other off site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This risk assessment will identify the following:

- the number of designated first aid officers
- the location of first aid room, if required
- the number, location and contents of first aid kits.

The risk assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the community. A first aid risk assessment is to be completed prior to camps and excursions.

First aid officer training

It is the responsibility of the principal or their delegate to ensure that designated first aid officers have completed the recognised training. The first aid risk assessment will determine the level of first aid training to be undertaken and the number of first aid officers required in the school.

The minimum training requirement is **HLTAID011** – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in **Provide Cardiopulmonary Resuscitation (CPR) HLTAID009** must be completed each year.

General first aid training for staff

All staff are to complete the refresher in **Provide Cardiopulmonary Resuscitation (CPR) HLTAID009** each year.

All staff are to attend two briefings on anaphylaxis management conducted at the school by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an **adrenaline** autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

Training in the management of asthma should be undertaken annually. Depending on the student population, additional training in other medical conditions, such as diabetes or epilepsy may be recommended following the first aid risk assessment

A register of all first aid training is kept in the school by a person nominated by the principal.

Responsibilities of first aid officers

First aid officers provide initial care to injured or ill staff, students or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the first aid officer will refer the ill or injured person to additional medical advice or assistance. The first aid risk assessment will determine the appropriate number of staff designated as first aid officers in each school. The principal must ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

Location of first aid

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. The first aid facility is to be equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid training at all times. A locked cabinet for the storage of medication must be available in the facility.

Communication with Parents, Guardians and/or Carers

Information about the school's policies and procedures for first aid, distribution of medication, and management of students with medical conditions will be provided to parents, guardians and/or carers. Updates to these policies and procedures will be provided through the school's website, newsletters or online applications.

The school will request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents will be requested to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.

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 and/or carer of the student.

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

Procedures

Requirements for parents

When a student is enrolled at St Mary's Primary School, an immunisation form is required to be given to the principal.

A written record of the student's physical and health status is provided through the enrolment process. This includes the collection of information relating to emergency contact details, family doctors, allergies, medical conditions, medications and so on. At the beginning of each year, parents are required to update this information. If any of the details change during this year, parents/carers are required to notify the administration staff.

The medical status of each student in a class group will be available for the teacher and is to be maintained inside an easily accessible folder in the homegroup area with any medical alerts highlighted.

These are to be highlighted on a class list in the Casual Relief Teacher folder also. They will also be displayed on a 'Special Health Needs' booklet to be kept in first aid, the staff room, teacher planning areas which include a photo of the student and their particular health situation.

Each student with an ongoing chronic health problem will require a Medical Condition Management Plan to be formulated by a doctor in consultation with the parents. Copies of this will be kept with any medication and with a photo of the student in the first aid room, learning areas and staff room. Students with asthma require an Asthma Management Plan formulated by a doctor in consultation with the parent. A register of students with asthma is maintained by the school and stored in the first aid room and staff room.

Medication must only be delivered to the office by parents/carers.

Parents/carers are responsible for the regular maintenance of their student's medical/emergency information, medication and medication delivery.

Sick students should not be sent to school. This will assist with recovery of the student and reduce the spread of infection.

Requirements of the School

Training of Staff

A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate and with up-to-date CPR qualifications.

All staff will be trained in first aid to a minimum of Level 1. This includes management of blood spills and self-protection practices.

All staff will be required to update their First Aid training every 3 years. The school will provide this training.

All staff will be provided with the basic first aid management skills including blood spills, and a supply of protective disposable gloves will be available for use by staff.

Implementation

First Aid kits will be available in each learning area, first aid and the administration area.

A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.

First Aid will form part of the daily yard duty roster. The teacher on yard duty is to carry a bag containing basic first aid requirements, and they will administer first aid for minor injuries and abrasions.

For students requiring more serious injuries, the student is sent to the first aid room with another student to be attended to by the first aid duty staff member/ if the student requires a staff member to come to them, two students are provided with a first aid token (kept in the bag of the teacher on yard duty) and are sent to call the teacher on first aid duty who will then attend to the injury immediately. The first aid duty teacher must complete a First Aid Report form. This form is copied and forwarded to the student's parent/carer. The school maintains the original.

Minor injuries and/or illnesses will be attended to by staff members on duty. More serious injuries will be referred to:

1. parent/carer
2. emergency contact
3. ambulance/doctor

4. nurse on call

If neither can be contacted the course of action is decided by the Principal or delegate.

In the case of a serious injury, an ambulance will be called immediately if required. All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. The cost of this is the responsibility of the parent/carer.

In the case of a serious injury resulting in a broken bone (greenstick, compound) this must be reported to Worksafe Victoria on 132360 immediately and an incident notification form must be completed within 48 hours. The relevant site is:

<https://www3.worksafe.vic.gov.au/powsWeb/onlineNotificationWizard.do?method-init>

<https://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/incident-notification>

Any student/students in the First Aid Room will be supervised by a staff member at all times.

During recess and lunch breaks a student should only be detained in the first aid room when the nature of the injury/illness prevents him/her from taking part in the remainder of playtime. The teacher on first aid duty is responsible for supervision.

During class time a student should only be detained in the first aid room when the nature of the illness/injury prevents him/her from taking part in normal class activities or the student is waiting to be collected by a parent or carer. At this time, supervision is the responsibility of a Principal Delegate or Administration.

For all injuries/illnesses that occur during class time, the classroom educator is to coordinate contacting parents when students are unwell. Administration is informed through the 'Teacher Request Form' if students are sent to the First Aid room during class time. Where available, learning support staff must accompany students. Administration will then manage the incident.

All injuries or illness that occur during recess or lunch breaks will be referred to the staff member on first aid duty.

Confidential up-to-date student First Aid Injury logs of all injuries/illness experienced by the students that require first aid are kept electronically on the student's Operoo profile.

Parents of all students who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing first aid. Any injuries to a student's head, face, neck or back must be reported to the parents/carer.

Arrangements for ill students

In the event that a student presents as being ill, the teacher in charge (either in a learning area or in the playground) will contact the school office and coordinate contacting of the student's parent or carer. The student will be accompanied to the office by a Learning Support Offer (where available) or by two other students or the staff member, depending on nature of illness/injury. A staff member will supervise their student in the first aid room and inform the principal/delegate of the student and the complaint/illness/injury symptoms.

An assessment based on how the student presents will determine whether or not the parents will be called to come and collect the student.

Parents will always be contacted in the following circumstances:

- where there has been a knock to the head

- where the student presents as having a high temperature
- where the student has vomited
- where the student has been unconscious for any amount of time
- where the student has had a fall and is unable to move any part of their body
- where the student is so distressed or feeling ill that they are unable to participate in the activities of the school

Accident book procedures

In the event of any substantial injury to a student whilst at school the Catholic Church Insurance Accident Book for Students is to be completed by the teacher who either witnessed the incident or who was responsible for the supervision of the students at the time of the incident. The report is to be completed on the day of the incident and is to be signed by either the principal or delegate. If required, Worksafe will be notified.

First Aid Supplies

First aid cupboard should contain supplies in accordance with School Policy and Advisory Guide:

<http://www.education.vic.gov.au/management/governance/spag/health/firstaid/firstaidkit.htm>

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidrooms.aspx>

The Administration Officer is responsible for ensuring the first aid cupboard and kit kept in the first aid room is stocked and up to date at the beginning of each term.

The class teacher is responsible for advising the school office of the need to replenish contents of the learning area first aid kit.

Managing Hygiene and Blood Spills

Adequate hygiene practices must be used at school. Those who administer first aid are reminded that they must wear protection on their hands when treating injuries. Always use disposable gloves, tissues and other protective aids when treating an injury. Thoroughly wash hands and nails.

Wear disposable gloves when handling any bodily fluid.

Never allow another person's blood onto cuts, sores or broken skin, or near the eyes or mouth.

Clean up spilt blood promptly with a disposable cloth soaked in diluted bleach. Wash all affected areas with hot water and bleach.

Use tongs (where available) to handle sharp objects containing blood.

Needles and syringes must always be handled with care and placed in the Syringe Disposal Containers kept in the Principal's office.

Definition

Medicine is any substance used to alleviate any medical condition

Medication

No medication including headache tablets will be administered to students without the express written permission of parents/carers. The only exception is asthma medication (see Asthma policy for full details).

If students require medication during school hours, parents are encouraged to come to the school to administer medicines to their own student. If this is not possible, parents are required to complete a Medication Authority Form, stating the date/s, day/s, time/s and dosage to be administered, and is signed by the parent/carer and a health practitioner (or a provided AHPRA registration number). A Medical Management Plan is also required for a student diagnosed with a medical condition, health care need. Medication is to be supplied in the original packaging with full details indicating the child's name, type of medication, time to be taken and via the correct method, such as inhaled or orally. Ongoing daily medication is to be provided to the school in a Webster Pack. Medication and forms are to be handed to the school office and will be stored in an area inaccessible to students. The medication will be administered as close as possible to the stated times, by two school staff members.

Anaphylaxis Management

The principal will ensure that an individual management plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

For full details see Anaphylaxis Management Policy

Medication on School Camps and Excursions

A portable first aid kit will be taken on camps and excursions.

The camp/excursion leader will be responsible for the collection, storage and administration of medication to those students whose parents have provided the completed forms and requirements according to this policy.

A permission form including medical information is sent home prior to each excursion. A detailed medical permission form is to be completed by parents prior to camp.

In severe cases of illness or injury, the student's parents will be contacted. If a parent cannot be contacted the teacher in charge of the activity will decide on the course of action to be taken.

Policy compliance

Conduct a first aid risk assessment of the school:

- Identify the best location for first aid in the school
 - appropriate signage to be used
 - facilities to be provided
 - how supervision of the area will be provided.
- Identify the number of first aid trained officers required
 - who are the first aid officers
 - what training will they receive
 - determine who will maintain the first aid training register
 - determine procedure for the storage and distribution of medication to students.
- Identify the number of first aid kits, their location and contents
 - determine who will maintain the first aid kits
 - determine the procedure for camps and excursions
 - determine the procedure for yard duty and school activities.

Communication with parents/guardians/carers:

- Where will the school's policies and procedures be available to the school community

- determine the procedures for contacting parents/guardians/carers after an incident or illness
- determine the procedures for requesting medical information from parents/guardians/carers.

Resources

[Department of Education and Training Victoria First Aid Content Checklist, available on the First Aid for Students and Staff webpage](#)

[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](#)

Related policies

Anaphylaxis Policy

Medical Management Policy

Policy information

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	MACS Executive Director
Assigned board committee	Child Safety and Risk Management Board Committee
Approval date	14 September 2022
Risk Rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned Framework	Care, Safety and Welfare of Students
Related documents	School First Aid Form – School and Parent/Guardian/Carer School First Aid Risk Assessment
Superseded documents	MACS First Aid Policy and Guidelines – v1.0 – 2021
New policy	