

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

St Augustine's Primary School's First Aid Room is located in the Main Administration building and is clearly labelled with the Green and White First Aid Signage with easy access to toilets.

All staff members hold a current First Aid accreditation to ensure effective administration where required. Staff members are rostered on to supervise the First Aid First Aid Room during recess and lunch breaks. Supervision is the responsibility of the Administrative Staff during class time.

St Augustine's First Aid Policies and procedures are available on the School Website for the school community to access.

First Aid Officer/s

Staff Members are rostered on to First Aid Duty during Recess and Lunch.

All staff members hold current First Aid accreditation:

- First Aid (Level 2) - HLTF301B
- Management of Anaphylaxis- 22099VIC
- Emergency Management of Asthma - 21886VIC

Staff are provided with training and updates for specific treatment options including, anaphylaxis & asthma management bi-annually and complete a CPR refresher course annually. The First Aid training register is maintained by the Administration Officer/s and stored on the schools Safe Smart Portal.

Medication

All medication is stored in a locked cupboard in the First Aid Room. Medication prescribed for a student by a doctor will only be administered by staff members in accordance with the School's Medication Procedure. Parents & guardians must make contact with the class teacher and complete the school's Medical Authorisation Form (available from the school website or office). It is preferred that this form is completed in consultation with the treating medical practitioner. When any medication is administered it will be recorded on the medication register.

First Aid Kits

X2 large portable First Aid Kits are located in the first aid room containing basic first aid materials. x3 Portable First Aid kits (bumbags) are provided for staff members to take out on yard duty at Recess and Lunch time. The Wellbeing Leader is responsible for maintaining and updating the first aid kits and their contents.

Procedures for camps and excursions

A First Aid officer will be nominated for all excursions and camps. A portable First Aid kit is taken on all excursions and camps containing basic medical supplies. The designated 'First Aid' Officer is responsible for the administering of medication on camps or excursions.

Injured or sick students

Injured or sick students should report to the First Aid Room (where possible) after seeing the teacher on Yard Duty. At the end of the recess and lunch break, it is the responsibility of the assigned staff member in the First Aid Room to arrange for the continued care of the sick or injured children if they are unable to return to class. If a student is sent home during recess or lunch time it is the responsibility of the staff member assigned First Aid duty to advise the Administrative Officer so that contact can be made with the appropriate class teacher.

Communication with parents, guardians and/or carers

Parents / guardians are informed of any First Aid treatment, either in writing via First Aid slip or if more urgent, by phone or in person. Parents & guardians must be notified when their child sustains the following:

- » Blood noses
- » Any head injury
- » Sprains
- » Vomiting
- » Injuries that may require further attention.

In instances where a student is unable to resume normal school activities as a result of injury or illness then the student's parents or guardian must be contacted via phone, with the view of taking the student home. If parents cannot be notified then the emergency contact is to be informed.

Sick or injured students must be supervised at all times, until First Aid is no longer required, or the sick or injured student is to be taken into the care of parents, guardians or medical

personnel;

When a student sustains an injury deemed to be more serious in nature the staff member or non-teaching staff member responsible for the treatment, must notify a member of the Leadership Team and the students' parents or guardian by phone. Where a casual relief teacher has been treating an injured student they must make immediate contact with a member of the Leadership Team to enable them to contact the student's parent or guardian where required.

In the event of a **serious accident or incident** to a student at school the attending staff members primary 'duty of care' remains with the injured student at all times. The attending staff member should remain with the student and either communicate with the front office by phone or by sending a message. An immediate decision must be made as to whether or not an ambulance is required before contacting the parents or guardians. Where an injured student is required to travel by ambulance to hospital, and in the absence of a parent or guardian, a staff member familiar to the student will travel with them from the site for medical treatment. At all times during treatment, infection control measures must be implemented eg.gloves to be worn, isolate children if required. (Refer to the School's Blood Spills Guidelines)

All First Aid treatment is to be recorded in the school's Injury Register in accordance with legal requirements and Education Department guidelines. The school's insurer will be contacted and relevant notification forms completed in the event of a serious injury.

In the event of broken bones, loss of consciousness and lacerations, requiring stitches a representatives of the school must contact Worksafe immediately on 132 360.

Updating Medical Information

At the beginning of each year the school requests 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 has changed. Medical Information is updated and distributed to staff each year. Medical Records and relevant information is also displayed on the wall in the First Aid Room.

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	