



Saint Paul's First Aid Policy



St. Paul's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd.

Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in St. Paul's Primary School 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. Paul's Primary School.

Principles

The following principles underpin this policy:

- our school has a responsibility to ensure a 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 Paul's Primary School 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 for off-site activities such as camps and excursions, and out of hours school events. The area has appropriate signage and is readily identified as **First Aid**.

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

- location and **contents** of first aid kits - **First Aid cupboard (x2)**
- maintenance of first aid kits – **Responsibility of office staff and deputy principal to ensure the two First Aid kits are consistently monitored and any stock replenished and checked for use by dates.**
- procedures for camps and excursions - **Staff are required to sign out medication the morning of excursions or camps. This is signed in upon return. An individual sign in/out sheet for each student is located in the First Aid cupboard in separate folders: Anaphylaxis/Allergies, Asthma and individual folders for students who require ongoing or instructions regarding administration and have another adult to witness the medication being administered.**

- **daily medication.** Staff administering medication are required to read the medical authority f
- *procedures for yard duty and school approved activities* - **Three first aid Bumbags go out to yard duty locations at recess and lunch times. Attached to the bum bag is a photo list of all anaphylaxis, allergy and asthma students. They also contain auto injector pens. For all school approved activities such as excursions, athletics carnival, etc, the First Aid backpacks are taken. Teachers carry individual bum bags that are filled with First Aid supplies.**
- **Students who need to report to first Aid are provided with a red First Aid card to present upon arrival to First Aid.**
- **All classrooms have a first aid kit to attend to any minor injuries that may occur in the classroom. Kits have saline, bandaids, bandages and vomit bags.**
- **Maintenance of first aid kits – It is the role and responsibility of the administration staff to ensure that all kits are topped up. First Aid bumbags that go out to yard duty are stocked up each week. Classroom kits are stocked each term, or earlier if requested by the classroom teacher.**
- **Camps and excursions - Two large First Aid Backpacks come to all camps and excursions. Teachers all take with them individual First Aid bumbags. These are restocked with supplies prior to departure**

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.

All designated first aid officers and general staff have completed the recognised training. A first aid officer with current first aid qualifications is always 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.

Training for anaphylaxis management is undertaken by all staff in the school.

A register of all first aid training is kept in the school by the Deputy Principal.

- First aid officers in the school – all staff at St Paul's have completed Level 2 First Aid training, as well as CPR, anaphylaxis, asthma and defibrillation.
- 2 staff members (principal and admin) have completed training as auto-injector validators.

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/carers 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.

The principal/Deputy principal is 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.

- **daily medication. Staff administering medication are required to read the medical authority f**

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 a flier in the First Aid room (Signs to Look Out For....”) 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 flier “Signs to Look Out For” is used, the school will 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 school will act on medical advice where this is provided to support a return to school and associated activities including participation in sport. Where needed, a graduated return to school will be actioned.

Communication with parents /guardians / carers

The school requires parents to 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 principal will contact the emergency contact nominated by the parent / guardian / carer.

- *Procedure for requesting medical information from parents / guardians / carers annually and prior to camps, excursions or other school approved activities*

ASCIA Action Plans are monitored each term and parents/guardians notified when the plan is due to expire. Parents/guardians are required to obtain an updated and current plan from the health care provider/general practitioner and return to the school office. Medical Authority documents are sent home at the beginning of each new school year and information about medication administering instructions are included.

Medical Authority Forms are completed and signed by parents/guardians and medical practitioners, if a student requires medication for a short period of time.

Documentation for medical information from parents is sent home (hard copy) up to two weeks prior to camps, excursions or other school approved activities. The medical information document requires parents/guardians to inform the school of any current medication, including: name, dosage details for administering medication.

Students report to First aid where they are attended to. Staff attending to students who present to First aid complete an online form via the nForma First Aid portal, recording details of the incident. parents/guardians receive a notification of this via the email they have provided to the school.

If the student needs to go home, parents are notified via phone. The student remains in First Aid and is monitored until the parents/guardian arrive.

- **daily medication.** Staff administering medication are required to read the medical authority f

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are:

- **Medical Authority Form (hard copy)** is sent home to be completed by the parents/guardian and medical practitioner.
- **Medication is located in the First Aid room (anaphylaxis, asthma, allergy and other).**
- **Medication is clearly labelled with the students name and photo displayed. Medical authority forms and any action plans are stored in the labelled pouch/container.**
- **ASCIA Action Plans for: Anaphylaxis, Asthma and Allergies are monitored each term and checked for expiry dates. Parents are notified when the plan is due for expiry and are required to obtain an updated and current plan to be completed and returned to the school office.**
- **Medication is monitored each term and expiry dates checked. Parents are notified when the medication is due for expiry and are required to provide the school with current and valid medication.**
- **This information is stored digitally online via an electronic spreadsheet for record keeping.**

****This policy is** publicly available and published on the school's website

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

School-based processes and guidelines

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](#)

- **daily medication.** Staff administering medication are required to read the medical authority f

[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.)

Approval date	October 2023
Risk rating	High
Publication	CEVN, School website