



# St Peter's Primary School

## First Aid Policy



St Peter's 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 (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 Peter'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 Peter's.

## 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 Peter'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 for off-site activities such as camps and excursions, and out of hours school events. The area has appropriate signage and is easily identified.

St Peter's Primary School maintains First Aid facilities and an appropriate number of staff members, non-teaching staff, casual relief teachers with current First Aid accreditation to ensure effective administration where required.

The first aid room is identifiable with appropriate signage. It is located next to the office and main entrance to school and is easily accessible by the school community and emergency services. An additional First Aid area is available for the purposes of isolating a sick member of staff or student. A staff roster is in place to supervise the First Aid room during recess / lunchtime. During class hours, office staff are responsible for supervising the First Aid room.

First aid room facilities include the following:

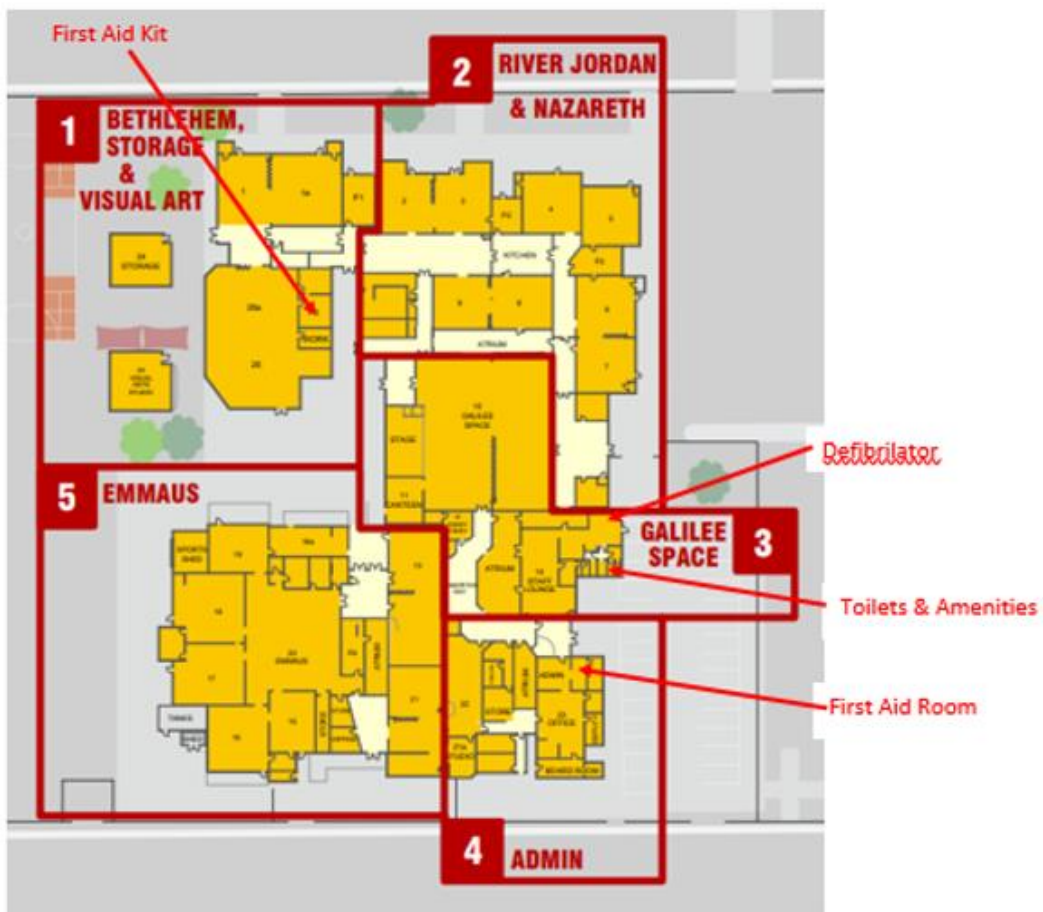
Personal Protective Equipment (eye protection, gloves, apron/gown)  
Resuscitation mask  
Electric power points  
Biohazard Waste Container  
Work bench  
Storage cupboards

- Adjoining toilet
- Sink with hot and cold water
- Folding bed
- Blanket / Pillow
- Desk and phone
- List of emergency numbers
- First Aid Summary Sheet (to include details of current First Aid Officers on display)
- Details of trained anaphylaxis supervisors
- Relevant signage and information relating to the administration of 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

The First Aid room holds a comprehensive supply of all essential first aid materials. There are two additional First Aid kits, one located in the student kitchen in the Middle School and one in the STEM area. Additional first aid supplies to replenish yard duty bum bags are kept in the staff room. Yard Duty Bum Bags are gathered at the end of each term to be re-stocked and distributed at the start of the next term. First Aid kits contain the following basic first aid materials. The first aid officer is responsible for maintaining and updating first aid kits and contents in the school.



## First aid kit contents

Content	Use
Basic First Aid Notes	Guidance Information
Disposable Gloves	Infection Control
Resuscitation Mask	Infection Control
Individually wrapped sterile adhesive dressings	Wound dressing
Sterile eye pads (packed)	Emergency eye cover
Sterile covering for serious wounds	Bleeding control, cover wound
Triangular Bandages	Slings, support, padding
Safety Pins	Secure bandage / sling
Small sterile un medicated wound dressings	Minor wound dressing
Medium sterile un medicated wound dressing	Moderate wound dressing
Large sterile un medicated wound dressing	Large wound dressing
Non allergenic tape	Secure dressings
Rubber thread or crepe bandage	Secure dressings
Scissors	Cutting dressing/ clothes
Tweezers	Remove foreign objects
Sterile saline solution	Cleaning wounds , eye wash
Plastic bags	Waste disposal

## Procedures for camps and excursions

- A comprehensive first aid kit will accompany all excursions/camps and approved activities.
- A list of staff attending camp and their mobile phone numbers is listed on the Camp / Excursion Form.
- The location of the nearest hospital / medical facilities is listed on the Camp Excursion Form.
- All school camps / activities will have at least 1 Level 2 First Aid trained staff member at all times.
- All children attending camps/excursions will have provided a signed Confidential Medical Information Form (appendix 1) for Overnight camps providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken camp as well as kept at school.
- Any medication to be taken to camp is to be placed in a zip lock bag with instructions included for administration of the medication on the Medical Authorisation Form. This is to be handed to the designated First Aid Officer for the camp/excursion.
- Highlight names of students with special medical needs and name their regular medication on both class lists. One copy of the list is to be kept by the class teacher and a second copy is to be sent to the school office on the day before leaving school.
- St Peter's Primary School will provide an adrenaline autoinjector for camps, excursions and approved activities, in accordance with Ministerial Order 706, as a back-up for students' prescribed with adrenaline autoinjectors in the event of an anaphylaxis emergency.
- A copy of Individual Anaphylaxis Management Plans, Asthma Action Plans, Diabetes Management Plans will be taken to camp / excursions and kept with the Confidential Medical Information Form.
- A list of students attending detailing any allergies / anaphylaxis / dietary requirements will be provided to camp personnel to ensure all students are catered for.
- The emergency response for excursions, camps, sporting events or other 'off-site' activities is as follows:
  - Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person/s in the event of an emergency.

- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.
- Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.
- Individual management plans will be referred to in the event of an individual experiencing a medical episode.
- In the event of an emergency, accident or injury, staff on the excursion will take emergency action as documented in the excursion and camp's emergency and risk management plan.
- Immediately notify the school principal.

## Procedures for yard duty and school approved activities

Sick or injured children in the playground seek the help of staff on duty. If the child cannot be catered to by the yard duty person then the child is directed inside to sick bay where staff are rostered on to attend to them. Staff on sick bay duty records the child's name and illness or injury details in the diary with the treatment given. Injuries/illnesses are recorded on a computer print-out for the child to take home. Admin staff will determine if it is necessary to contact parents or send children home. For head bumps, first aid staff should notify parents as a precaution. School leaders should be informed of any serious injuries needing medical treatment, the injury should be recorded.

## 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.

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 schools compliance officer.

All staff members, as well as, nominated 'non-teaching' staff members will hold current First Aid accreditation and serve as First Aid officers. Staff members rostered on for Yard Duty / First Aid duties will hold the appropriate accreditation.

- Provide First Aid (Level 2) - HLTAID011 – renew every 3 years
- Provide CPR - HLTAID009 – complete every year
- Provide first aid management of severe allergic reactions & anaphylaxis - VU20296/VU21800
- Manage Asthma Risks & Emergencies - VU21658

## 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 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](#) 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](#) 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.

## 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 principal will contact the emergency contact nominated by the parent / guardian / carer.

It is a condition of enrolment that parents / guardians / carers provide accurate and up to date information regarding any medical conditions for their child prior to commencing school. This enables the school to meet its duty of care obligations and facilitate the smooth transition of students into school.

Regular reminders are placed in the school newsletter requesting parents/guardians/carers notify the school office in relation to any changes in student medical conditions.

Correspondence is sent to families annually via our school communication platform Operoo in relation to the schools medical management process as a reminder to parents to submit medical management documents to school where required.

Where it is brought to our attention a child has a medical need and no medical management plan is in place, a letter signed by the principal is given to the family requesting the relevant medical management plans be given to the school office.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are published on the schools [website](#)

Regular reminders in relation to St Peter's Policies and Procedures are sent out via our school newsletter.

## Notifiable Injuries (Fatalities, Serious Injuries or Incidents)

It is the school's legal responsibility to report fatalities, serious injuries or incidents which expose staff, students, contractors, visitors or any member of the school community to risks of Health & Safety to Worksafe immediately (132 360).

Worksafe must be notified of serious injuries to staff members, students, contractors, visitors or any member of the school community that occur on the school site or as a result of a school activity immediately. These include:

- Death
- Serious injury
- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an inpatient in a hospital
- Amputation
- Serious head injuries
- Serious eye injuries
- Separation of skin from underlying tissue
- Electric shock
- Spinal injury
- Loss of body function (broken bones)
- Serious lacerations

Written notification must be provided to Worksafe within 48 hours by completing its Incident Notification Form. The school will also ensure that any site associated with a Notifiable Incident is preserved & cordoned off until an inspector arrives or as otherwise directed by Worksafe.

## 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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