



St Catherine of Siena Catholic Primary School 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 Catherine of Siena Catholic 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 Catherine of Siena Catholic 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 Catherine of Siena Catholic 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 the First Aid room which is located next to the front office area. In this area, the First aid facilities are supervised by the office staff and the first aider on duty.

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

- 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.
- Where first aid facilities are located in the school or campus
- Medical support for students will become ill or who are injured at school

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

- First aid kits are stored in the First Aid room. Additional basic first aid kits are located in the green bags that are in each classroom.
- The Office Manager is responsible for maintaining the ensuring the first aid kits are stocked appropriately. It is also the responsibility of the teaching staff to communicate with the office manager where supplies are needed.
- For camps, excursions and special activities, the staff member responsible for the activity is responsible for reviewing the medical management plans as a part of the planning and risk assessment prior to the activity being approved. A first aid supplies audit will be conducted to see if camp appropriate materials are packed. First Aid packs are checked by the first aid officer. Outings must have at least 2 x Level 2 qualified first aid trained adults attending. The day before the activity, the staff member in charge of the activity will again review the medical management plans and prepare and collect any medication required and prepare the first aid kits. Spare EpiPens and Asthma ventolin are carried in the green bags for all activities.procedures for camps and excursions
- 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.

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 Office Manager.

St Catherine of Siena Catholic Primary School staff are to be training and successfully complete:

- HLTAID011 – Provide First Aid. This certificate is to be renewed every three years.
- HLTAID009 - Provide Cardiopulmonary Resuscitation (CPR). This certificate is to be renewed annually. .
- an approved anaphylaxis management training course in compliance with Ministerial Order 706.
- 22556VIC - Course in the Management of Asthma Risk and Emergencies in the workplace. This is to be completed every three years with an annual refresher course.

- participate in the school's twice yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the principal, who has completed an approved anaphylaxis management training program in the past two years.
- 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.

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.

For primary schools: 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 [\[Concussion Recognition Tool 5 or recognised tool/app as chosen by the school\]](#) 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.

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.

On enrolment at St Catherine of Siena Catholic Primary School, parents are given a secure log in to the school PAM portal where they can enter all of their students medical information and upload relevant documentation onto the SIMON database.

- Admin staff constantly monitor the database and will assist or remind parents to complete.
- Parents are reminded regularly to update their child's medical information via school newsletter, emails/SMS, facebook and PAM.
- Students attending camps or excursions will receive a medical information form to be completed by parent/guardian prior to students attending the activity and also reminded to make sure PAM is up to date.

Staff member incharge of attending to an ill or injured student will contact parent or guardian by either:

- Phoning them directly if illness/injury is of a significant nature or if any head knock has occurred.
- Sending an online medical incident notification via SIMON. (Can be sent immediately, or, at school end)

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are available to the school community via the school website, PAM portal and the administration office.

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](#)
[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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