



St Margaret'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 (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 Margaret'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 Margaret'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 Margaret'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 the First Aid Room. The First Aid Room is located adjacent to the front office. During class time it is supervised by the office staff or members of the leadership team. During break times, a staff member is rostered on to attend to the first aid needs of students. Students ring a doorbell located at the front office to alert staff to a first aid need if the office or first aid room is unattended.

The annual completion of the First Aid Risk Assessment assists schools to identify minimum first aid requirements. Items considered during this assessment include:

- high risk areas – outside in the yard, outside where physical education takes place, the stairs, maintenance areas and chemical storage areas
- the number of employees, students and others at the school
- 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

- 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
- 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 available in the First Aid Room
- Small first aid kits are to be taken out to yard duty each day with a yard phone. There is one kit allocated to the school yard and 2 kits and phones allocated to the far oval.
- Administration Staff are responsible for the maintenance of first aid kits
- The contents of all first aid kits are to be checked prior to camps and excursions & should be readily accessible through the activity.
- Students who sustain an injury during recess or lunchtime must report immediately to the supervising teacher. The supervising teacher will then determine action required, such as First Aid Room attendance.

## 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 twice per year.

A register of all first aid training is kept in the school by Administrative Staff in consultation with the school principal.

## 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 the 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 will make immediate contact with parents or carers. The Concussion Recognition Tool 5 may be used 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 will also 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. Information from the Royal Children's Hospital Fact sheet may be useful in supporting a student's return to school. A medical support plan will be made in conjunction with the parent if a graduated return to school is required.

## **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.

the school will ask all parents to update medical information at the beginning of the year, or as circumstances change via the PAM portal. Parents are also encouraged to see the office staff to collect the required medical forms which are also available on the school's website. Parents will also be asked to update medical information prior to camps, excursions and other approved school activities. If a student becomes ill or injured whilst at school, parents will be notified by the staff via a phone call. If a minor injury was sustained an email created through the SIMON /PAM portal will be sent as quickly as possible.

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

## 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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