



St Leonard's First Aid Policy



St Leonard'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 Leonard'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 Leonard'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 Leonard'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 readily identified as the Sick Bay. The Sick Bay is located in the Office Administration area next to the Principal's Office.

In this area, the first aid facilities are supervised by Office Administration staff during school hours. First Aid trained Office Administration staff supervise the area during recess and lunch.

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 school has 4 first aid kits used for offsite activities such as excursions, interschool sports, camp, sports carnival, etc located in sickbay, near the administration office. The maintenance of the first aid kits is the responsibility of office administration staff. The bags are checked and supplies refilled on a needs basis. Teachers are responsible for signing out any medications and epipens that are stored in sick bay and taken offsite (ie. medications provided by parents and accompanied with a medication authority form). Medications are returned to sick bay and signed in after the completion of the offsite activity.

The contents of the first aid kit include:-

- 1 x School Epipen
- 1 x School Ventolin and disposable spacer
- Instant icepack
- Band-aids
- Bandage and tape
- Disposable Gloves
- Saline
- Tissue & Swipers
- Vomit bags

In addition to the first aid kits, the school has 3 yard duty bags located in the school administration office (on the ledge under the window). The maintenance of the yard duty bags is the responsibility of office administration staff and the contents are checked and supplies refilled on a needs basis. Teachers rostered for yard duty are to collect the yard duty bag from the school office prior to the commencement of recess and lunch, hand-over to the teacher on 2nd half duty and this teacher is to return the yard duty bag to the school office at the end of recess and lunch.

Contents of the yard duty bags include:-

- 1 x School Epipen
- 1 x School Ventolin and disposable spacer
- 1 glucometer (BGL testing) and hypo kit for one student with diabetes. Emergency/Assistance Card also included if teacher on yard duty requires further assistance.
- 1 Cordless phone
- Band-aids
- Tissues
- Saline
- Disposable Gloves
- Vomit Bag

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 Health Guard and emailed to the school. Certificates are kept in a folder in the school office.

All teaching staff and office administration staff are trained in HLTAID009 Provide CPR every year, HLTAID010 Provide Basic Emergency Life Support every three years and HLTAID011 Provide First Aid every three years.

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.

Operoo is our online data system where parents are reminded to update any medical details annual and throughout the year if their information changes. School administration staff are notified of any changes to the profile via an email. In the event of an excursion or external event profiles are requested to be updated.

School administration staff notify parents of an incident, injury or when a student becomes ill at school via a phone call and an Operoo message.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are available on the school website and Google Drive.

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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