



St Francis Xavier First Aid Policy



St Francis Xavier 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 Francis Xavier 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 Francis Xavier.

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 Francis Xavier 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. The room is adjacent to the main office so is always supervised.

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

Each classroom has a small First Aid kit and/or staff bumbag containing basic first aid supplies. All students with medication have a named kit in the Sick Bay with an action plan. The school has two large First Aid kits which can be taken offsite and include ventolin and autoinjectors. The Office Team maintain the first aid kits and replenish supplies as needed but especially after excursions or camps.

The Camp Coordinator along with the Office Team prepare all First Aid requirements for camp including checking the kits and retrieving medical kits for individual students. Staff carry a bumbag while on yard duty with basic requirements inside it and use mobile phones to communicate with the office if needed.

Parents are required to check their child's medical information as part of the consent process for all excursions and camps.

At the beginning of the school year, the Office Team follow up with each family who have a child with specific medical needs to ensure action plans are up to date and required medicine is supplied and in date.

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 Vera Bajan, Office Team
- Donna Spaulding & Vera Bajan are trained First Aid officers
- All teaching staff have Level 2 First Aid training and this is updated as required, including CPR, anaphylaxis and asthma training

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 school 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 Office Team will contact the emergency contact nominated by the parent/guardian/carer.

Parents/guardians/carers are notified as soon as possible if a child is hurt or becomes unwell during the school day. The Office Team liaise with the family in determining treatment and whether follow up is required. Any knock to the head is reported to families.

Parents/guardians/carers are required to verify all medical records when giving consent for excursions and camps.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are publicly available 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
St Francis Xavier Administration of Medication Policy
St Francis Xavier Administration of Medication Procedures
St Francis Xavier Anaphylaxis Policy

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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