



# St Clement of Rome First Aid Policy



St Clement of Rome 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 Clement of Rome 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 Clement of Rome.

## 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 Clement of Rome 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, located opposite to the Administration Office/School Entrance. Inside the room is all First Aid equipment, including a single bed. In this area, the First aid facilities are supervised by office, administration, support and teaching staff.

Medical kits for students and staff with known medical conditions are kept in the First Aid Room, hanging up and clearly labelled.

First Aid incidents are recorded. Parents are called immediately and notified if a student is struck or receives a knock to the head.

Medical support for students will become ill or who are injured at school is provided on the school yard. There are medical kits for each yard duty area. If the child can not be treated then they are sent to 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

### Location and contents of first aid kits

- Junior Yard- outside the female toilets on the retaining wall.
- Middle Yard- on the concrete seat outside the Church
- Senior Yard- inside the Gymnasium
- ALL Classrooms- above teacher desk
- First Aid Room

### Maintenance of first aid kits – role and responsibility

- Cathy Cipriani (office manager) is responsible for ensuring the first aid kits are maintained.

### Procedures for camps and excursions

- The person responsible for the school camp is required to make a list of all students attending the camp that have a medical condition and pack all first aid, school supplied resources. Any extra supplies IE Panadol, must have supporting documentation signed by a doctor.

### Procedures for yard duty and school approved activities

- School leaders are responsible for placing the three (3) first aid kits in the playground yards at the commencement of the Burst Break at 9.47am. Classroom teachers are responsible for collecting the backpacks in the first aid room for offsite activities. They are filled with first aid resources. Classroom teachers must also place in the backpacks any autoinjectors asthma puffers or diabetics supplies as needed.

## 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 assistant principal.

### First aid officers in the school – roles and names

- ALL STAFF

### Level of first aid training do they have

- ALL STAFF have the following levels of first aid training

22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

VU22927 Manage asthma risks and emergencies in the workplace

22578VIC Course in First Aid Management of Anaphylaxis

VU23090 Provide first aid management of anaphylaxis

VU23091 Develop risk minimisation and risk management strategies for anaphylaxis

HLTAID011 Provide First Aid

HLTAID009 Provide cardiopulmonary resuscitation

HLTAID011 Provide First Aid

## 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](#) 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.

Procedure for requesting medical information from parents / guardians / carers annually and prior to camps, excursions or other school approved activities

- Questioned at prep/new student enrolment interview if there is any medical history we need to be aware of
- Communicated via COMPASS through the use of an event that parents must provide consent for.

Procedure for notifying parents after an incident, injury or when a student becomes ill at school

- For a head knock of any calibre or if a student becomes unwell, parents are notified via phone call as soon as possible.
- For a minor injury, parents are notified via a first aid slip
- For a major injury, parents are notified immediately via a phone call
- Any injuries or head knocks are also written in the first aid book. With a slip kept for school and a slip sent home.

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 and available in hard copy by request.

## 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.)*

<b>Approval date</b>	October 2023
<b>Risk rating</b>	High
<b>Publication</b>	CEVN, School website