



# VIC-EDU-P-014 FIRST AID POLICY

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## 1. Policy Scope

This policy applies to MacKillop Education school staff, volunteers, students, parents/guardians/carers (referred to as ‘guardians’) and includes information and management of situations or incidents that occur at school or at a school activity that require first aid treatment.

Information regarding first aid for anaphylaxis is provided for in the *VIC-EDU-P-008 Anaphylaxis Management Policy* and *VIC-EDU-P-062 Anaphylaxis Management Procedure*.

## 2. Policy Outline

### Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, guardians, and staff, as we work together, to enhance the learning outcomes for every child.

### Purpose

Principals and all staff have a duty of care to all students and to ensure the provision of adequate facilities and the resources to support this. This policy sets out the actions and resources required to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

### Definitions

In this policy the term First Aid Officer refers to the Office Manager. All MacKillop Education staff receive First Aid training and will be referred to as ‘First Aiders’.

### Policy statement

#### First Aid Risk Assessment

The principal will complete the *VIC-EDU-F-059 First Aid Risk Assessment*. This assessment will assist the principal to identify the minimum first aid requirements for the campus. The Risk assessment will be reviewed annually to ensure that the first aid resources at the campus continue to meet the needs of the community.

A first aid risk assessment is to be completed as part of the risk assessment for excursions and camps.

## **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.

### **First Aid Room**

The location of the First Aid Room is easily accessible by the school community and emergency services and readily identifiable with appropriate signage.

- The First Aid Officer will oversee supervision of the First Aid Room
- The First Aid Officer is responsible for the general upkeep of the First Aid Room, purchase and maintenance of First Aid supplies and First Aid Kits
- The First Aid Officer has direct line-of-sight of students in the First Aid Room; any student who is unwell and not able to return to class, will remain in this area and will be supervised until collected by a guardian

### **First Aid Kits**

- First Aid Kits will be available throughout the School and in all school vehicles. Staff and volunteers will be informed of the location of the First Aid Kits as part of their induction.
- The First Aid Kits are supplied by St John's Ambulance and are restocked by the provider twice a year, or earlier if required.
- Portable First Aid Kits, along with a mobile phone and student medical records, are to be taken by the staff member supervising all out-of-school activities.

### **Automatic external defibrillators**

An automatic external defibrillator (AED) is provided at each campus. All MacKillop Education staff receive training in the use of the AED as part of their annual Cardiopulmonary Resuscitation training. The First Aid Officer is responsible for checking the AED function, batteries and pads monthly and after each use.

### **Medication distribution and storage**

The principal is responsible for the administration and storage of prescription and over-the-counter medication for students with appropriate authorisation through the *VIC-EDU-F-057 Medication Authority Form*. The principal or delegate ensures the correct administration and storage of medication through a medication administration log and medication storage log. Refer to the *VIC-EDU-P-063 Administration of Medication Procedure* for further information regarding medication administration and storage.

No medication (including headache tablets) will be administered to students without the express written permission of guardians via the *VIC-EDU-F-057 Medication Authority Form*.

*Note: Medications such as aspirin and paracetamol will not be stored (or administered) for first aid purposes as these medications may mask symptoms of serious conditions.*

### **First Aid Training**

Under the provisions of the Occupational Health and Safety Act 2004 (Vic.) sufficient staff must be trained to ensure adequate provision of first aid. Consideration should be given to the number of students in the school or engaged in the activities, the activities being undertaken and the school environment.

The principal or their delegate will ensure that the designated First Aid Officer and general staff have completed the required First Aid training. From the *First Aid Risk Assessment*, the principal determines the level of first aid training to be undertaken and the number of First Aid Officers required in the school.

The Office Manager is the campus designated First Aid Officer.

All MacKillop Education staff are required to complete the following first aid training:

1. HLTAID011 - Provide First Aid - every 3 years
2. HLTAID009 - Provide Cardiopulmonary Resuscitation (CPR) - every year
3. Anaphylaxis Training as outlined in *VIC-EDU-P-062 Anaphylaxis Management Procedure*
4. Asthma First Aid for Schools - every 3 years
5. MacKillop Education staff may also be required to undertake Epilepsy training.

All MacKillop Education staff, who have completed the first aid training listed above are referred to as First Aiders. First Aiders provide initial care to injured or ill students, staff or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance.

When appropriate, the First Aider may refer the injured or ill patient to the First Aid Officer who may refer the ill or injured person to additional medical advice or assistance, or they First Aider may directly seek additional medical advice or assistance.

A register of all training, including First Aid training, is maintained on the MacKillop Family Services Learning & Development platform.

### **Communication with Guardians**

Information about the MacKillop Education policies and procedures for first aid, distribution of medication, and management of students with medical conditions will be provided to guardians on enrolment. Key policies and procedures are also published on the MacKillop Education website. Updates to these policies and procedures will usually be communicated to guardians through newsletters.

MacKillop Education requests that guardians provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Guardians will be requested to provide this information on enrolment. Guardians will be asked to provide updates to this information at the beginning of each school year and at Student Support Group meetings, prior to camps and excursions and if the child's medical condition has changed.

A *VIC-EDU-F-060 Illness/Injury Guardian Notification Form* will be completed whenever first aid is administered to a student. This form will be kept in the school and a copy provided to the guardian of the student.

Guardians must be notified as soon as possible if required to collect an ill or injured student from the school. When a guardian cannot be contacted, the principal or their delegate will contact the emergency contact nominated by the guardian.

## 3. Procedures

### Administration of First Aid

1. MacKillop Education school staff are responsible for providing first aid assistance to students in the event of injury, illness or a medical emergency.
2. School staff who have been trained in first aid will administer first aid in accordance with their training.
  - Trained staff can provide basic first aid with DRSABCD.
  - Any students with injuries, involving blood, must have the wound covered at all times.
  - In a medical emergency, staff take emergency action and do not need to obtain guardian consent to do so.
  - Staff contact Triple Zero “000” for emergency medical services at any time.
3. On each occasion where first aid is administered to a student with a minor injury or condition, school staff will notify guardians by contact details available at school.
4. On each occasion where first aid is administered to a student for a serious injury or condition, or in an emergency, school staff will attempt to contact guardians or emergency contacts as soon as reasonably practical.
5. On each occasion where first aid is administered to a student, the First Aid Officer/First Aider providing the first aid will complete the *VIC-EDU-F-060 Illness/Injury Guardian Notification Form*.
  - Completed *Illness/Injury Guardian Notification Forms* will be retained by the school. A copy of the form will be given to guardians.
  - Incidents involving serious injury or illness will also be recorded in Family Journey.
6. For primary school students, school staff will determine whether students presenting with infectious illnesses and their contacts require an exclusion period from school. MacKillop Education will abide by Department of Health guidelines, and inform guardians accordingly.

### Administration of First Aid for Head Injury

#### Red flags – call an ambulance

1. If there is concern after a head injury and if any of the following signs are observed or reported, first aid must be administered and an ambulance should be called for urgent medical assessment:
  - 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
2. Inform the campus principal, or if they are unavailable a member of the Local Leadership Team and the First Aid Officer.
3. Contact guardian.

#### Observable signs – take appropriate action

If there are no red flags but signs and symptoms suggest concussion as listed in the Concussion Recognition Tool 5 (that should be available in the first aid kit):

- The student must be immediately removed from play or sport and not engage in further activity (for example, returning to a sporting game)
- Inform the campus principal, or if they are unavailable a member of the Local Leadership Team and the First Aid Officer
- Make contact with guardians as per below.

Whenever the Concussion Recognition Tool 5 is used to assist with the identification of a suspected concussion, guardians must always be contacted and the following actions taken:

- If concussion is suspected:
  - the school must contact the guardian and ask the guardian to collect the student from school and recommend a medical assessment, even if the symptoms resolve
- If concussion is not suspected:
  - the guardian should be contacted and informed of the injury and told that a concussion is not suspected based on use of the Concussion Recognition Tool 5
  - the guardian may wish to collect the student from school.

### **Returning to school after a concussion/mild head injury**

If a student has been diagnosed with a concussion/mild head injury, MacKillop Education may make reasonable adjustments and consider a graduated return to school informed by the treating medical practitioner as appropriate.

### **First Aid Room Procedure**

- Students requiring attention by the First Aid Officer should be accompanied by a staff member.
- The First Aid Officer will record the following information on the *VIC-EDU-F-060 Illness/Injury Guardian Notification Form*:
  - Name of student
  - Date and time student presented at the First Aid Room
  - Time student left the First Aid Room to return to class, or go home
  - Details of the nature of the First Aid attention and any treatment provided.
- Guardians of students who are ill will be contacted to take the student home. The student will only be permitted to travel home if accompanied by a guardian or designated adult, unless otherwise directed by the student's guardian.
- Guardians will be provided with a copy of the completed *VIC-EDU-F-060 Illness/Injury Guardian Notification Form*.

## **4. Responsibilities**

### **Staff Responsibilities**

All injuries or illnesses that occur during school hours are to be reported to a member of the LLT. Depending on the nature of the injury or illness the First Aider or the First Aid Officer will manage the incident.

A staff member should accompany a student who requires First Aid Treatment at the First Aid Room.

Staff organising an out-of-school activity are responsible for taking the appropriate Medical Records, First Aid Kit and mobile phone. The teacher in charge of an out-of-school activity is to:

- Ensure the Excursion Permission Form has been completed and signed by a guardian
- Ensure all the medical needs of any student attending the out-of-school activity are managed

- Notify the First Aid Officer, in advance, of the need for a First Aid Kit and other appropriate medical supplies (for example, EpiPen®).
  - Note: The Permission Forms, First Aid Kits and appropriate medical supplies are to be returned to the First Aid Officer, at the end of the activity

Any illnesses/accidents/injuries that occur during school hours or school activities must be recorded by the supervising staff member or the staff member providing First Aid treatment as appropriate.

The First Aid Officer is to maintain a confidential up-to-date register of all students' medical conditions on Synergetic.

### **Leadership Team Responsibilities**

Sufficient staff, including the First Aid Officer, are to be trained to First Aid Level Two Certificate, with up-to-date CPR qualifications (Provide: First Aid; Cardiopulmonary Resuscitation; Basic Emergency Life Support) under the provisions of Occupational Health and Safety Act 2004 (Vic)

All staff will be provided with basic First Aid management skills, including blood spills and a supply of protective disposable gloves will be available in each First Aid Kit.

All mandated First Aid training for staff, to ensure effective response to, and management of, students with particular medical conditions (e.g. Anaphylaxis) will be provided, as required.

Guardians will be asked to complete medical information forms when their child is enrolled.

This will include requests for any:

- Anaphylaxis Action Plans
- Asthma Management Plans
- High priority medical forms

Specific information, regarding the medical needs and management plans, for particular students, will be communicated to staff at the beginning of each term and updated, as required.

General organisational matters relating to First Aid will be communicated to staff at the beginning of each term. Revisions of recommended procedures for administering Asthma medication will also be given at that time and Anaphylaxis management protocols addressed.

### **Guardian Responsibilities**

A current Management Plan is to be provided to the School, for all students diagnosed health care need, personalised care need, complex care need, mobility need or relevant medical condition .

- A current Anaphylaxis Action Plan is to be provided to the School, for students diagnosed as Anaphylactic.
- An Asthma Management Plan is to be submitted at the beginning of each year for all students diagnosed with asthma. Students with a documented Asthma Management Plan will have access to asthma medication, at all times.

Guardians will be reminded to provide update medical information at the Student Support Group Meetings held each term or when there are any changes to their child's medical condition.

A medical form signed by a guardian, providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment must be provided.

The School is to be informed should the health status of students change during the time of their enrolment.

## 5. Related legislation, policy, guidelines and resources

Occupational Health and Safety Act 2004 (Vic)

Related MacKillop Education documents

- VIC-EDU-F-057 Medication Authority Form
- VIC-EDU-F-059 First Aid Risk Assessment
- VIC-EDU-F-060 Illness/Injury Guardian Notification Form
- VIC-EDU-F-061 First Aid Room Authority Form
- VIC-EDU-P-008 Anaphylaxis Management Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure
- VIC-EDU-P-063 Administration of Medication Procedure

Resources

- ASCIA Allergic Reactions Action Plan
- ASCIA Asthma Action Plan
- Concussion Recognition Tool 5
- HeadCheck Concussion Recognition Support Tool
- Melbourne Archdiocese Catholic Schools
  - First Aid Policy
  - First Aid Risk Assessment
  - First Aid forms
- Royal Children's Hospital Kids Health Information -Fact Sheets Head Injury -general advice, Head Injury - return to school or sport

## 6. Approval and Review Details

This policy is communicated to all school staff, volunteers, and guardians. This policy is published on the MacKillop Education website.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	8 April 2024
Recommended to Approval Authority by	MacKillop Education Leadership Team
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