



Holy Name First Aid Policy



Holy Name primary 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 Holy Name 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 Holy Name 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

Holy Name 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.

As the sick bay is located at a distance to the outdoor play areas, the courtyard is designated as the first aid area. This is where children who are injured in the course of play and are able to walk are taken. The teacher in this area is to attend to any first aid injuries and is responsible for entering this information on the nforma portal, then release the report so it can be sent to parents.

A First Aid trolley equipped with first aid equipment is taken out to the area each lunch and afternoon recess.

After each play/lunch the school receptionist is required to check any forms that may have been written up and if not released does so.

During class time, children who fall ill are sent down to the office where the office staff will access and either return child to classroom, place and monitor student in the sickbay or alternatively send the child home.

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 First Aid trolley is to be taken outside during lunch and recess. Year 6 students are assigned this task at the beginning of the year. They are then to distribute bum bags to other teachers which contain minor equipment such as tissues and band aids.

When attending an excursion or other offsite activity such as a camp teachers must take a first aid back pack with them. Prior to taking this pack out of the sickbay, staff are asked to ensure that all first aid equipment are filled.

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 Deputy Principal

First aid training by Hero HQ is provided for all staff that are in a teaching position. It is an expectation that staff make themselves available for these sessions and their certificate is forwarded to the Deputy Principal.

In addition to first aid training, staff are provided with CPR training through an external provider and are expected to complete the Anaphylaxis e-modules every two 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](#) 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. *Guidance will be sought from the treating practitioner and parents.*

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.

When enrolling into Holy Name, parents are to provide the school with the latest medical information. Parents are requested to keep the school informed of any changes to ensure that the best interests of the child are at the forefront of everything and the school can cater to the child's changing needs.

Camp

When children go on camp, a medical information form is sent home as part of the camp pack along with an administration of medication authority form. Any medication that accompanies a child must be in the original packaging, along with a signed administration of medication authority form.

Children that require their asthma /anaphylaxis medication have this signed out on the morning of the camp by the classroom teacher.

Children that may need medication due to allergies (ie Telfast) have this medication in a labelled container which can be found in the staffroom. Children who have medication on site but rarely require this medication have this medication stored in a locked cupboard in the first aid area.

When a child is injured at school and it requires the advice of a medical practitioner, parent are to be informed once the injury is treated or there is another staff member present that can be directed to inform parents. The exact events leading up to the incident should be recorded in the Nforma portal to allow admin staff to contact parents with all the information and parents asked to collect their child. All reports written up however small or big need to be emailed to parents.

Children who are sent to the office and are feeling unwell, are accessed. There may be three courses of action.

- 1. Child is accessed and returned to the classroom for furthering monitoring*
- 2. Child is accessed and asked to remain in the sick bay so that the office staff can monitor them*

3. *Child is accessed and it is deemed that they should be sent home, whereby the office staff are to call the child's parents to inform them that their child is unwell.*

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

School-based processes and guidelines

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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