



First Aid Policy

Date of policy: 2019

Date of last major review: 2015

Date of next major review: 2023

Reviewed by: Jacqueline Southwell and Sarah Dooley

1. Rationale

Our Lady of the Assumption Primary School is committed to managing the health, safety and wellbeing of all students, staff and visitors. We endeavour to ensure that all students, staff and visitors are healthy and safe when participating in school activities and that incidents and health issues of individuals are addressed appropriately. This includes on site or during off site activities such as excursions, sporting events and camp. First aid facilities at Our Lady of the Assumption Primary School include trained first aid officers, first aid kits and a dedicated first aid room.

2. Aims

- To administer first aid in a competent and timely manner
- To maintain consistency when administering first aid to students, staff and visitors
- To communicate student, staff or visitor health problems to their emergency contact when considered necessary
- To gain an awareness of individual's medical needs and their treatment plan
- To provide consistent records and accurate recording of all incidents/accidents
- To provide supplies and facilities to cater for the administering of first aid
- To maintain beyond a sufficient number of staff members (all staff) trained in first aid & CPR (Level 2) under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice
- To provide appropriate training to staff in the use of specialised equipment as needed (e.g. CPR defibrillator, EpiPen, Asthma pump & spacer)
- To ensure all staff are aware of first aid procedures and follow them accordingly
- To ensure that all staff are made aware of individual student medical management plans for children with specific medical needs (e.g. anaphylaxis, asthma, diabetes, ADD, severe allergies, etc.)
- All staff to undertake professional learning in first aid and CPR annually & ensure all staff members trained in first aid & CPR (level 2) are current and up to date
- All staff to undertake Anaphylaxis management according to the [Ministerial Order 90](#) and Asthma training
- To ensure the first aid officer purchases and maintains first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room

3. Implementation

- First aid facilities at Our Lady of the Assumption to include trained first aid officers, first aid kits and a dedicated first aid room
- At the commencement of each school year, requests for updated first aid information sent home to families including asthma, allergy, anaphylaxis management plans and high priority medical forms
- Provide a dedicated first aid room available for use at all times including a comprehensive supply of first aid kits & materials stored safely in cupboards

Our Lady of the Assumption Primary School will ensure that the First aid room houses:

1. A current register of students & staff with a medical condition and a plan of action as advised by the parent/guardian/emergency contact should this condition cause discomfort for the person;
 2. A current register of medication dose and administration regime as advised by the parent/guardian of children with a medical condition (either chronic or acute);
 3. A current list of contact details of all children in the school
 4. First aid kits, appropriate medical supplies, labelled student & staff epipen & allergy bags
 5. A confidential up-to-date registrar including records of all injuries or illnesses experienced by students, staff & visitors that have required first aid
- Our Lady of the Assumption's dedicated first aid officer and additional weekly rostered trained staff members are responsible for supervision of students, staff or visitors entering the first aid room as patients
 - All injuries or illnesses that occur during class time will be referred to trained administration staff who will manage the incident
 - All injuries or illnesses that occur during recess or lunch breaks, will be referred to the first aid officers and staff on duty in the first aid room
 - Children who are injured or sick in the yard need to approach a yard duty teacher
 - Portable first aid kits (yard duty bags) will be available for staff on yard duty
 - The yard duty teacher will determine the seriousness of the injury or illness, treating minor injuries on yard and sending the child to the first aid room for more serious injuries, notifying the first aid officer and staff on duty via a playground area first aid card
 - Yard duty teachers are to stay on duty at all times. If an accident occurs requiring immediate assistance then the red emergency alert card will be sent to the office. If an accident occurs in the classroom then the teachers will use class telephones and/or buddy teachers to gain assistance
 - The first aid officer & trained staff on duty will determine the appropriate course of action, including contacting emergency medical assistance if required

- The first aid staff member will check the child's medical form for allergies and other treatment advice
- Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency including emergency teachers
- A confidential up-to-date registrar located in the first aid room will record all injuries or illnesses experienced by students, staff and visitors that require first aid. A signed printed copy of treatment provided shall be forwarded home with the patient. For more serious injuries/illnesses, parents/guardians will be contacted via phone
- Any injuries to a child's head, face, or neck must be reported to parents/guardian via a phone call
- Any medication kept at school for administration during school hours will be stored in the first aid room for access by staff only. A completed and signed Medication Authority Form (including instructions for dosage, time, etc.) must be provided by the parent/guardian and will be stored in the first aid room with the medication. Children will not be responsible for their own medication (except for asthma medication). See Medication policy

Off-site activities

- First aid kits will be available for all groups that leave the school for off-site activities (excursions, sporting events, camp). The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the off-site activity
- All children attending off-site activities will have provided a signed permission form. At times a separate medical form will be completed by parent/guardians providing medical detail and giving teachers/school permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed permission & medical forms are to be taken to the off-site activities and a copy provided to the school office. All permission forms will be shredded after the conclusion of the activity
- All asthma, allergy & anaphylaxis bags are to be with the student or teacher on excursions/sporting events/camps
- All school off-site activities will have beyond sufficient staff trained in Level 2 first aid attend
- It is recommended that all students have personal accident insurance and ambulance cover

Emergency Telephone Numbers:

- Poisons Information Service 13 11 26
- Emergency Services 000 or 112

Related Policies

- Anaphylaxis Management Policy

- Asthma Policy
- Medication Policy

Resources

[First Aid Overview Catholic Education Commission of Victoria](#)

[Victorian Department of Education First Aid Needs](#)

[Compliance Code: First Aid in the Workplace](#)

4. Evaluation

This policy will be reviewed as part of the four year review cycle.