

Mary Queen of Heaven MACS First Aid Policy and Guidelines



Purpose

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students. It is important, therefore, to identify the first aid arrangements and facilities in place to ensure all injured and ill people get immediate and adequate treatment.

Appropriate first aid facilities, training and resources must be in place in each school or workplace to meet the first aid needs of staff, students and others in the workplace or school, or in school approved activities, including those activities that take place off site or out of school hours.

Scope

These guidelines apply to all employees, students and others in all schools and workplaces governed and operated by MACS.

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.

Policy

First aid facilities to meet the needs of staff, students and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions, and out of hours school events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by all staff in schools.

A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of campuses
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others
- previous incidents or trends in illness or injuries
- the nature and location of camps, excursions and other off site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This risk assessment will identify the following:

- the number of designated first aid officers
- the location of first aid room, if required
- the number, location and contents of first aid kits.

The risk assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the community. A first aid risk assessment is to be completed prior to camps and excursions.

First aid officer training

It is the responsibility of the principal or their delegate to ensure that designated first aid officers have completed the recognised training. The first aid risk assessment will determine the level of first aid training to be undertaken and the number of first aid officers required in the school.

The minimum training requirement is HLTAID003 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 must be completed each year.

General first aid training for staff

All staff are to complete the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 each year.

All staff are to attend two briefings on anaphylaxis management conducted at the school by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

Training in the management of asthma should be undertaken annually. Depending on the student population, additional training in other medical conditions, such as diabetes or epilepsy may be recommended following the first aid risk assessment

A register of all first aid training is kept in the school by a person nominated by the principal.

Responsibilities of first aid officers

First aid officers provide initial care to injured or ill staff, students 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 aid officer will refer the ill or injured person to additional medical advice or assistance. The first aid risk assessment will determine the appropriate number of staff designated as first aid officers in each school. The principal must ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

Location of first aid

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. The first aid facility is to be equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid training at all times. A locked cabinet for the storage of medication must be available in the facility.

Communication with Parents, Guardians and/or Carers

Information about the school's policies and procedures for first aid, distribution of medication, and management of students with medical conditions will be provided to parents, guardians and/or carers. Updates to these policies and procedures will be provided through the school's website, newsletters or online applications.

The school will request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents will be requested to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.

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 and/or carer of the student.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the school. When a parent cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

First Aid Procedures at Mary Queen of Heaven Catholic Primary School

It is the responsibility of the principal to ensure Policy compliance with the first aid policy. This will include the maintaining of the first aid register and organisation of annual first aid training. All records will be maintained by the school registrar. Staff compliance will be documented on the school's administration system.

Accountability to the policy will be completed as part of Mary Queen of Heavens yearly induction and in-house training sessions.

- In Stage One of Mary Queen of Heaven Catholic Primary School, the First Aid room will be set up in the main building. One of the meeting rooms will be set up as the temporary First Aid Room, until the purpose built First Aid Room is built in Stage Two. The temporary First Aid Room will be located

centrally in the main learning spaces and will have the appropriate signage. This will be on ground floor adjacent to the sacred space.

- The First Aid Room will have a day bed, an unlocked cupboard to house student Epipens and first aid supplies and a small bar fridge to house ice packs and medication requiring refrigeration.
- Supervision will be provided during scheduled class time by the school registrar who will have direct view into the temporary First Aid Room. A staff member will be scheduled on First Aid Duty during break times.
- Visits to the First Aid room will be recorded on the school's administration system and notifications sent home to families.
- All staff at Mary Queen of Heaven Catholic Primary School will have at least Level 2 First Aid Training.
- The School Registrar and Deputy Principal will be trained as the First Aid Officers.
- First Aid Officers will receive Level 2 Qualifications as well as training in one of the following;
 - 22300VIC Course in First Aid Management of Anaphylaxis
 - 10710NAT Course in Allergy and Anaphylaxis Awareness
 - 10313NAT Course in Anaphylaxis Awareness

And in addition

- 22303VIC Course In Verifying The Correct Use Of Adrenaline Autoinjector Devices
- The first aid training register will be maintained by the school registrar and will be updated following each training session on the school's administration system. A report of trained staff will be generated and placed in the First Aid Room.
- Mary Queen of Heaven Catholic Primary School will follow the school's policy for the storage and distribution of medication to students.
- All Medications to be administered must have an "Authority to Medicate" form filled in by the parents/guardians.
- A Medications register for each child needs to be filled in and then filed into the child's file when medication is administered.
- Each of the 9 Learning Spaces will have a fully stocked First Aid Kit. The First Aid Kits will consist of;
 - Bandages
 - Scissors
 - Band aids
 - Saline solution
 - Ice packs
 - Vomit bags
 - Ventolin
 - PPE - Safety Glasses and Gloves

- First Aid kits will also be housed in the Office and First Aid Room. The school registrar will be responsible for replenishing first aid kits and supplies.
- Duty First Aid Kits will also be available for staff to carry whilst on yard duty. This will include tissues, Band-Aids and gloves.
- The Yard Duty first aid kits will be maintained and stocked by the school's First Aid Officer. Classroom First Aid Kits will be audited and re stocked by classroom teachers at the beginning of each term.
- A Safety Officer will be appointed for school camps. It will be the Safety Officers responsibility to collect, administer and distribute all medications. The Safety Officer will also be responsible for carrying the main first aid kit.
- Each classroom teacher will take their own classroom First Aid Kit when exiting the school for excursions.
- Any administration of First Aid needs to be recorded on the school's Administration System. If offsite, a First Aid Incident Notification needs to be filled in. This needs to be sent home with the child and the details of the incident/first aid administered, entered on the system upon return to school.
- Parents will be informed of any First Aid incidents via a communication slip being sent home. Any serious incidents, including any blows to the face and head will ensure a phone call to the parents/guardians and/or carers.
- The school's policies and procedures are available to the school community via the school's website, and regular reminders about distribution of medication will be shared via the schools communication platforms such as the App and newsletter.
- Requests for updated medical information will be sent home at the beginning of each term.

First Aid templates

First Aid Template: First Aid Risk Assessment

First Aid Template: First Aid Incident Form

External References

[Compliance code: First aid in the workplace](#)

[CECV First aid risk assessment checklist](#)

Related School Policies

First Aid Risk Assessment

First Aid Form – School and Parent record

Distribution of Medicine

Register of Staff Trained in First Aid

Maintenance of Medical Records Policy (includes Students' Medical Register (Pro forma))

Anaphylaxis Management Policy

Asthma Policy

OH&S Policy

Duty of Care policy

Child Safe policy

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Review: 2022

Appendix 1: Care Arrangements for Ill Students

Mary Queen of Heaven Catholic Primary School has a duty of care to students in relation to their care in the event of an injury or illness.

Parents are advised that it is best to keep their child at home if they are ill for the safety and comfort of the ill child as well as the prevention of cross infection to others.

If a student becomes ill at school, or complains of illness, the teacher in charge of the class or playground supervision will contact the school office. The student will be accompanied to the office by at least one other student. The school medical officer (registrar or deputy principal) will advise the principal of the student's illness and symptoms and an assessment will be made based on factors such as:

- the nature of the illness, e.g. Is it contagious?
- how the student presents, e.g. Is the child distressed?
- time of day the student presents with the illness
- has the student recently returned to school after a period of illness?
- has the teacher received instructions for action by a parent in relation to the child?

The principal or delegate will determine whether or not the parents need to be contacted to take the child home. Parents will always be called in the following circumstances:

- if the student appears to have a contagious illness that requires exclusion from school
- when it is determined that a child is too ill to participate in the activities of the class
- displays signs of illness including lethargy, pale skin, spots or rash, sleepiness, high temperature, vomiting, shivering, signs of distress etc.
- when there has been a knock to the head
- when the student has been unconscious for any period of time
- when the student has had a fall and is unable to move any part of their body
- when the student has recently returned to school after a major illness or operation and is not feeling well at school

If the student's parent cannot be contacted, the student will be supervised by the administration staff or Learning Community teacher. If the illness warrants isolation from other students, the student will not be placed in the class.

Implementation:

Emergency

- All teachers have the authority to call an ambulance immediately in an emergency situation

Major injuries

- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on the MACS incident Notification portal
- more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor require a Level 2 First Aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.

Minor injuries

- Minor injuries (e.g. scratch from falling) will be treated by staff members on duty
- Any children with injuries involving blood must have the wound covered at all times

Staff training and communication

- All staff will participate in twice yearly anaphylaxis training
- All staff participate in annual asthma training
- Six staff are trained in Level 2 First Aid, two staff appointed as First Aid officers (School registrar and Deputy Principal)
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves, aprons and masks will be available for use by staff.

First aid room

- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room as specified in the policy
- Supervision of the first aid room will form part of the daily yard duty roster. Any child injured or unwell during break times should be referred to the First Aid room for assistance. The first aid room will be supervised by a staff member with a Level 2 First Aid Certificate at all times during breaks
- The school registrar (First Aid Officer) is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

First Aid kits

- Basic first aid packs will be allocated to each classroom as specified in the policy
- First aid kits for excursions and camps will be kept in the first aid room

Communication to parents/carers

- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, and plans for any other medical condition requiring specific treatment, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians will be contacted by either the person administering First Aid or the administration staff so that professional treatment may be organised.
- Any injuries to a child's head, face, neck or back must be reported to parents/guardian immediately regardless of severity
- Parents of ill children will be contacted to take the children home
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- It is recommended that all students have personal accident insurance and ambulance cover

Students with medical conditions

- Photos and medical plans of students with medical conditions will be included in Yard Duty folders and displayed in the First Aid room, Administration offices and students' classrooms
- Risk assessment to be conducted prior to off-site activities
- Medical plans and medications to be confirmed with parents/carers prior to any off-site activities

Recording incidents

- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident
- A confidential up-to-date register located on the first aid room computer will be kept of all injuries or illnesses experienced by children that require first aid.
- All first aid incidents will be entered onto the administration system by the school registrar

Medication

- No medication including headache tablets will be administered to children without the express written permission of parents or guardians. A record of medications administered (with the exception of asthma medication) will be maintained in the office by the school registrar in accordance with the Administration of Medications Policy. Asthma medication administered will be recorded in the register located in the First Aid room.

Off-site activities e.g. school camps, excursions

- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times
- Risk assessment will be completed before any off-site activities

Appendix 2: Accidents and Incidents register

Students' Accidents and Incidents register (Pro forma)

To be updated and maintained by the school registrar.

Student Information			Accident/Incident						Follow up
Student's Full name	Date of Birth	Year Level/ Class	Teacher on Duty	Time of incident	Incident description	Injury/ Location	Medical Attention Received	Other medical conditions or plan	Follow up Contact Parents /Carers

Appendix 3: First Aid Basics DRSABCD

DRSABCD stands for:

- **Danger** – always check the danger to you, any bystanders and then the injured or ill person. Make sure you do not put yourself in danger when going to the assistance of another person.
- **Response** – is the person conscious? Do they respond when you talk to them, touch their hands or squeeze their shoulder?
- **Send** for help – call triple zero (000). Don't forget to answer the questions asked by the operator.
- **Airway** – Is the person's airway clear? Is the person breathing?
 - If the person is responding, they are conscious and their airway is clear, assess how you can help them with any injury.
 - If the person is not responding and they are unconscious, you need to check their airway by opening their mouth and having a look inside. If their mouth is clear, tilt their head gently back (by lifting their chin) and check for breathing. If the mouth is not clear, place the person on their side, open their mouth and clear the contents, then tilt the head back and check for breathing.
- **Breathing** – check for breathing by looking for chest movements (up and down). Listen by putting your ear near to their mouth and nose. Feel for breathing by putting your hand on the lower part of their chest. If the person is unconscious but breathing, turn them onto their side,

carefully ensuring that you keep their head, neck and spine in alignment. Monitor their breathing until you hand over to the ambulance officers.

- **CPR** (cardiopulmonary resuscitation) – if an adult is unconscious and not breathing, make sure they are flat on their back and then place the heel of one hand in the centre of their chest and your other hand on top. Press down firmly and smoothly (compressing to one third of their chest depth) 30 times. Give two breaths. To get the breath in, tilt their head back gently by lifting their chin. Pinch their nostrils closed, place your open mouth firmly over their open mouth and blow firmly into their mouth. Keep going with the 30 compressions and two breaths at the speed of approximately five repeats in two minutes until you hand over to the ambulance officers or another trained person, or until the person you are resuscitating responds. The method for CPR for children under eight and babies is very similar and you can learn these skills in a CPR course.
- **Defibrillator** – **(Not available at Mary Queen of Heaven Catholic Primary School)** for unconscious adults who are not breathing, An AED is a machine that delivers an electrical shock to cancel any irregular heartbeat in an effort to get the normal heart beating to re-establish itself. *Some AEDs may not be suitable for children.*