



# Holy Eucharist Primary School First Aid Policy



Holy Eucharist Primary School 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 Eucharist 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 Eucharist 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 Eucharist Primary School 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 with clear 'First Aid' signage.

- At Holy Eucharist School, the First Aid room is located in the Administration Building next to the front office and staffroom.
- The First Aid room has: storage for general medical supplies (including general use auto-injectors and Ventolin); storage for individual student medications. The First Aid room is next to the front desk and where there is access to a computer to record all First Aid attendance and treatment on Synweb; a landline and mobile phone. The first Aid room is equipped with 2 chairs that can transform into beds; a wheelchair, a bar fridge equipped with icepacks, eye-wash; storage for off-campus first aid kits; bio-waste and sharps disposal units; full PPE kits. The automatic defibrillator is located in the corridor to the MacKillop building outside the First Aid room.
- All staff have completed First Aid training and have their own First Aid bumbag equipped with gloves, tissues, band aids, hand sanitiser, medical cards and photo IDs of students with Anaphylaxis.
- Holy Eucharist School comprises of 6 buildings

- Building 1: Administration, MacKillop (4 classrooms) and McAuley (8 classrooms; 2 storey with 2 stairwells and lift)
- Building 2: The Carrucan Building (2 classrooms)
- Building 3: Relocatable building (portable – 1 classroom)
- Building 4: The Hindmarch Building (Library, Planning Room and 8 classrooms)
- Building 5: The Glennen Building (8 classrooms and meeting room)
- Building 6: The Guelen Hall

- 75 staff are employed at Holy Eucharist and 540 students attend the school
- 9 students and 1 staff member at the school have anaphylaxis
- previous incidents or trends in illness or injuries
- All grade levels attend excursions. Year 5 students attend camp in Creswick for 2 nights and Year 6 students attend camp in Malmsbury for 2 nights.
- Sunshine Hospital is located in close proximity to the school (Furlong Road - 5 minute drive)

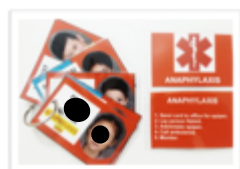
Sufficient staff must be trained under the provisions of the *Occupational Health and Safety Act 2004* (Vic.) to ensure adequate provision of first aid, based on the number of students in the school or engaged in the activities, the activities being undertaken and the school environment.

## First aid kits

- **Location and contents of first aid kits:** supplies/kits are stored in the First Aid room. The admin staff are responsible for maintaining/replenishing supplies to check use-by dates on EpiPens, asthma puffers and student medication. The first Aid bags used for out of school activities/camps are also stored in the First Aid room. The PE teacher has his own first aid bag equipped with a spare EpiPen
- **Procedures for yard duty and school approved activities:** Each staff member has their own yard duty vest and first aid bumbag. Teachers wear orange florescent vests and LSOs wear blue florescent vests. Staff must maintain their yard duty bumbags with gloves, band aids, tissues, Hand sanitiser, Emergency cards (i.e. Anaphylaxis, First Aid, Emergency, Assistance in the Yard). Extra supplies are kept in the First Aid/Sick Bay. The Anaphylaxis keyring attached to all bumbags is maintained by the Learning Diversity Leader. Extra bumbags and vests a kept in the staff room for CRTs. CRTs wear florescent yellow vests Students requiring additional adult support are included in the Yard Duty roster. The Learning Diversity is responsible for updating the link on the Yard Duty roster which has the names and photos of students who may need extra support during the breaks.
- **First aid arrangements:**

### The Red Anaphylaxis Card and Student Card

This card is used if the student is having an anaphylaxis reaction:



- **LAY PERSON FLAT — do NOT allow them to stand or walk.**
- Undo the key ring clip on your bumbag
- Send **ONLY the child's card** requiring the EpiPen and the **Anaphylaxis Card together** to the office immediately.
- Notify the office urgently.
- Do not delay treatment if the student is showing signs of anaphylaxis.

### The Green First Aid/Sick Bay Card

This card is used if a student has:



- **Hit or bumped their head**
- Injured a limb
- Serious cuts or grazes
- An eye injury
- A serious bleed

#### **Action Required:**

- Send the student to Sick Bay immediately with this card.
- If the injury is severe or the student cannot walk safely, contact the office/Sick Bay for assistance immediately.
- Do not leave the student unattended if there is concern about their condition.

- **Emergency response procedures:**

### The Emergency Card

**This card is to be used when the Green Card does not apply.** (e.g. Child cannot be moved from the yard e.g. fractures, serious falls, etc.)

#### **Action Required:**



- Send this card to the office immediately.
- Stay with the child at all times.
- Do NOT move the child unless they are in immediate danger.
- Keep the child calm and reassured while waiting for assistance.

### I Need Assistance Card

**This card does not apply to any immediate first aid care**

*Assistance is needed to deal with a situation e.g. stranger in the yard, student behaviour, tree has fallen, maintenance issue, etc.*

#### **Action Required:**



- Send this card to the office immediately.
- Continue supervising students and the area where possible.
- Await further assistance or instructions from the office.

- **Wet/hot weather procedures:**

### Wet Weather Procedures

During wet weather:

- Students may remain inside classrooms or under covered areas during recess and lunch.
- Active games should be avoided in slippery or unsafe areas.
- Staff follow the Junior Wet Day Yard Duty roster or the Senior Wet Day Yard Duty roster to supervise designated indoor or undercover areas.
- Students should wear appropriate wet weather clothing where possible.
- Any hazardous areas (e.g. flooded paths, slippery surfaces) should be reported immediately.

- **Camps and Excursions Procedures:**

- **Risk Assessment:** The principal or their delegate must complete a rigorous risk assessment and mitigation process in accordance with the Risk Management Policy, matrix, and school risk register.
- **Medication Sign-Out:** Staff must sign out student medication and Action Plans (e.g., EpiPens, asthma puffers) from the First Aid room. This must be witnessed by an administration staff member.
- **First Aid Bags:** Staff are required to take an orange First Aid bag on all excursions.

## 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 who is responsible for maintaining the register.

### First Aid Training at Holy Eucharist

- First aid officers in the school – At Holy Eucharist School, all reception and admin staff are Level 2 First-Aid qualified
- Hero HQ provide first training for all staff at Holy Eucharist School (HLTAID011). This certificate is to be renewed every three years.
- Hero HQ provide the refresher in Provide Cardiopulmonary Resuscitation (HLTAID009) will be completed each year.
- Hero HQ provide the Course in First Aid Management of Anaphylaxis (22578VIC) to all staff at Holy Eucharist School
- Hero HQ provide the Course in the Management of Asthma Risks and Emergencies in the Workplace (22556VIC) to all staff at Holy Eucharist School.

## 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.

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 or recognised tool](#) 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 [\[Concussion Recognition Tool 5 or recognised tool\]](#) 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. Protocols to support a student returning to school from a concussion will be guided by the student's treating medical practitioner and the Royal Children's Hospital fact sheet e.g. include a graduated return to school with a support plan.

## **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.

- Procedures for requesting medical information from parents/guardians/carers are conducted annually through the school's Medical Survey. Medical information is also collected prior to camps and excursions. All parents/carers are required to complete the Asthma Update Form (Asthma Australia) when completing permission forms for camps, excursions, or other school-approved activities.
- Procedures for notifying parents/guardians/carers following an incident, injury, or illness at school include direct phone contact from Administration staff. Administration staff also complete a medical slip on SynWeb, with a copy provided to the parent/carer.
- In the event of a head knock, serious injury, or where a student is required to leave school early, the parent/guardian/carer must be contacted by phone.

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 website in the 'Policies' tab.

# 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

Holy Eucharist School - Anaphylaxis Procedures

Holy Eucharist School - Supervision Policy

## 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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