



# St John the Apostle First Aid Policy

St John the Apostle 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 St John the Apostle 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 St John the Apostle.

## 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

St John the Apostle 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 First Aid Room and is located in the Administration Office. The Administration Office is adjacent to the Community Space. During learning hours the First Aid Room is supervised by the Administration Officer. During lunch and recess breaks staff are rostered on to supervise the First Aid Room in the Yard Duty Roster.

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

First Aid kits are located in the First Aid Room. First Aid kits are maintained and regularly checked by the Administration Officer. When students are attending an offsite excursion or camp, appropriate First Aid kits are prepared by the Administration Officer and designated staff are responsible for ensuring the First Aid kits are readily available. First Aid kits are returned to the Administration Officer once staff and students have returned to school.

Each staff member will receive a copy of the Yard Duty Roster at the beginning of each Term. Copies of the Yard Duty Roster will also be placed in the Community Space, Administration Office,

Conference Room and is also available on the Teacher Google Drive. The Yard Duty Roster is updated and maintained by the Leadership Team

Procedures for arranging replacement yard duty supervisors. When a staff member is absent due to illness, the Leadership Team will organise a replacement. When a staff member cannot perform their allocated duty due to an excursion, etc., where possible they will organise a swap with another staff member.

Responsibilities and duties for supervising teachers

- Rostered students will deliver the walkie talkie and First Aid bag to staff prior to the commencement of the first yard duty. Staff will wear an orange vest and are encouraged to also have their mobile phone on hand in case of emergency and to record any student incidents in the school monitoring app.
- Yard duty times are as follows:

**Before School: 8:30am – 8:50am**

**First break: 11:00am – 11:20am**

**11:20 – 11:40am**

**Second break: 1:40pm – 1:55pm**

**1:55pm – 2:10pm**

**After School: 3:15pm – 3:25pm**

Handover procedures

- All staff are expected to arrive for their assigned yard duty on time.
- Staff member on first yard duty to share any relevant information regarding students to the replacing staff member

First aid arrangements

- Minor first aid requirements can be administered by staff member on yard duty, e.g. band aid, tissue, etc.
- More serious first aid requirements can be administered by the staff members on First Aid Duty in the Community Space, e.g. knock to the head, vomiting, etc

Emergency response procedures

- In the event of an emergency staff on yard duty are to call the Administration Office or send a student for assistance
- First Aid will be administered
- 000 will be called where required
- Parents will be notified

Wet weather procedures

- During wet weather an alternative Yard Duty timetable will be enforced. Each learning area to have one teacher on duty between two classes and leadership will rove. The alternate timetable will be organized and announced over the loudspeaker by the Leadership Team

## 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 Administration Officer.

First Aid Officers:

- Paula Mallia – First Aid, Anaphylaxis, Asthma, Diabetes Level 2
- Michelle Dobai – First Aid, Anaphylaxis, Asthma, Diabetes Level 2

All other staff – First Aid, Anaphylaxis, Asthma, Diabetes minimum Level 1

## 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 the [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.

## 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.

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 or can be requested from the school Administration Office.

## 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

### 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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