



**St John the Apostle**  
CATHOLIC PRIMARY SCHOOL, TARNEIT WEST

# FIRST AID POLICY

2018

ST JOHN THE APOSTLE  
CATHOLIC PRIMARY  
SCHOOL

54 – 76 Kingbird Ave, Tarneit  
West

Principal  
Mr. Simon Dundon

## Rationale:

We believe that all children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. There is an obligation on the part of the school to administer first aid when necessary. To fail to do so would be a breach in the duty of care owed to students.

NB: This policy has been developed from guidelines set out in the Catholic Schools Operational Guide (CECV 2011) to enable the students, staff and parents to have a system that enables correct protocol to be carried out with regards to the welfare of the students.

## Aims:

In order to fulfil the duty of care owed to students, St John the Apostle Catholic Primary School aims to:

- Provide a well-managed first aid facility
- Provide guidelines for the administration of first aid
- So far as reasonably possible, prevent situations that increase the likelihood of the occurrence of injury or illness
- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To maintain a sufficient number of staff members trained with an up-to-date First Aid certificate

## Implementation:

Definition: First Aid is "an emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time".

In the case of serious injury or illness, neither the Principal nor other members of staff are required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of trained professionals (Paramedic or medical practitioner) who are called to the scene.

- All staff (including at least 1 administration staff member) to be trained to achieve to with a level 2 first Aid certificate, and with up to date including updates -CPR qualifications over every 2 years and anaphylaxis and asthma training updates annually. The school will provide this training

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- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate and with up-to-date CPR qualifications.
- All staff will be trained in First Aid to a minimum of Level 1. This includes management of blood spills and self-protection practices.
- 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. The First Aid Cupboard should contain supplies in accordance with School Policy and Advisory Guide:  
<http://www.education.vic.gov.au/management/governance/spag/health/firstaid/firstaidkit.htm> ~~Students will~~
- ~~First aid kits will also be available in administration offices.~~ Each teacher on yard duty also carries a bag with basic first aid essentials, e.g. tissues, band aids, etc and will administer first aid for minor injuries and abrasions ~~with them.~~
- Supervision of the first aid room will form part of the daily yard duty roster. Any children in the first aid room will be supervised by a staff member
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on duty in the first aid room
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, will be sent to the staff room for further treatment & assessment. For more serious injuries/illnesses, the parents/carers must be contacted by a staff member so that professional treatment may be organised
- Parents will always be contacted in the following circumstances:
  - Where there has been a knock to the head
  - Where the child presents as having a high temperature
  - Where the child has vomited or soiled themselves
  - Where the child has been unconscious for any amount of time
  - Where the child has had a fall and is unable to move any part of their body
  - Where the child is so distressed or feeling so ill that they are unable to participate in the activities of the school
- No medication, including headache tablets, will be administered to children without the express ~~written~~ permission of parents/carers
- In the case of serious injury, ensure incident details have been recorded on the school's medical data system – eSIS
- Parents of ill children will be contacted to take the children home
- Parents who collect children from school for any reason must sign the child out of the school in a register maintained in the school office
- Sick children should not be sent to school. This will assist with recovery of the child and reduce the spread of infection

- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action
- Adequate hygiene practices must be used at school. Those who administer First Aid are reminded of the following precautions:
  - Wear disposable gloves when handling any body fluid
  - Never allow another person's blood onto cuts, sores or broken skin, or near the eyes or mouth
  - Clean up spilt blood promptly with a disposable cloth soaked in diluted bleach. Wash all affected surfaces with hot water and bleach
  - Use tongs (where available) to handle sharp objects containing blood
  - Needles and syringes must always be handled with care and placed in the Syringe Disposal Containers kept in the Principal's office
- All school camps and excursions will have a ~~at least 1~~ Level 2 first aid trained staff member at all times
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone
- All children attending camps, excursions or sporting events will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where the child requires treatment. Originals of the signed medical forms to be taken on camps and excursions, copies kept at school
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room as necessary
- At the commencement of each year requests for updated first aid information will be sent home, including requests for any asthma management plans, 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
- 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 medication will also be given at that time
- In the case of serious injury resulting in a broken bone (greenstick or compound) this must be reported to Worksafe Victoria on 132 360 immediately and an incident notification form must be completed within 48 hours. The relevant site is: <https://www3.worksafe.vic.gov.au/powsWeb/onlineNotificationWizard.do?method=init>
- It is recommended that all students have personal accident insurance and ambulance cover. The school annually provides CCI School Care/School Activity Cover
- CEO standards have been adhered to
- [Worksafe Victoria – Critical Incident needs to be registered with CEVN](#)

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References:

CECV, Catholic Schools Operational Guide at  
<http://cevn.cecv.catholic.edu.au/FinanceLegal.aspx?id=12374>

Department of Education and Early Childhood Development, The Schools Reference Guide at  
[www.education.vic.gov.au/management/governance/referenceguide/default/htm](http://www.education.vic.gov.au/management/governance/referenceguide/default/htm)

**Evaluation:**

This policy will be reviewed to ensure it adheres to current Child Safety Standards, as part of the school's four-year review cycle.