

# St Francis Xavier Primary School First Aid Policy

St Francis Xavier 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 St Francis Xavier 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 St Francis Xavier 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

St Francis Xavier 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 as First Aid. In this area, the First aid facilities are supervised by staff trained in First Aid and CPR, (Level 2).

First Aid is located in the Administration Building which is readily identifiable with appropriate signage. Other areas such as, classrooms, Visual Arts, Performing Arts, STEM/DT, the Discovery Centre and Physical Education facilities are easily accessible and are of close proximity to First Aid. At the front of the Administration Building there is vehicle access for emergency services. The closest Emergency Department is the Austin Hospital located in Heidelberg.

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. Students who become unwell or injured at school will be assessed by staff and if deemed appropriate, to return to class or parents will be contacted to collect.

## First Aid Kits

The whole school First aid kits are located in the First Aid Room. The school office manager, supported by the Learning Support Officers, will ensure that the kits are maintained and replenished for school approved activities such as camps and excursions. Each classroom and learning area also has a First Aid Kit. It is the responsibility of the teacher in charge, supported by the class Learning Support Officer, to ensure the kit is checked and replenished as necessary.

Yard Duty First Aid kits are distributed by the Year Four Students to Yard Duty teachers on the Top Yard, Basketball Courts and Oval. The same students then collect the bags at the end of breaks. The Year Four Learning Support Officers are responsible for checking and replenishing First Aid Supplies in these kits.

## 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 School Office Staff and a copy of certificates housed in each employees employment folder in the Principal's office. Staff are to ensure the register is up to date. In 2024, all St Francis Xavier staff completed Level 2 First Aid training, including CPR, management of Asthma and Anaphylaxis and development of risk minimisation strategies. Each year, new staff receive Level 2 First Aid training.

## 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. This is done via electronic correspondence (SMS/email) using Passtab in the First Aid room. 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 (in consultation with the Principal) 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 [Sports Medicine Australia](#) concussion guidelines to help identify a suspected concussion.

If a student demonstrates symptoms of a moderate to severe head injury as per [RCH Melbourne](#) advice, (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.

The school must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, as per the [Sports Medicine Australia](#) concussion guidelines, 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, St Francis Xavier Primary School will act on medical advice as provided by the student's medical practitioner to support a return to school and associated activities including participation in sport

## Communication with parents /guardians / carers

St Francis Xavier Primary 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. Each year St Francis Primary School asks families to update a confidential student information checklist.

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 using the school's online system PassTab. This report will be kept in the school and a copy (via SMS and email) 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 or nominee 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 St Francis Xavier Primary School's website.

## 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

St Francis Xavier Primary School Medication Authority Form

St Francis Xavier Primary School Administration of Medication Policy

St Francis Xavier Primary School Administration of Medication Procedures

## 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](#)  
[ASClA First Aid Plan for Anaphylaxis](#)  
[ASClA Action Plan for Allergic Reactions](#)  
[ASClA 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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