



All Saints Catholic Primary School

First Aid & Medication Policies and Procedures

Developed by: Staff and School Board

Note: All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.

All references to 'Parents and Carers' include Grandparents, Relatives, Friends and Volunteers.

Purpose:

This policy is to support First Aid in an educational environment and to the wider school community. It is provided in response to unpredictable illness or injury with the aim to:

- Preserve life
- Protect a person, particularly if the person is unconscious
- Prevent a condition worsening
- Promote recovery.

First Aid incorporates basic life support. It comprises emergency procedures designed to:

- Recognise and manage a clear and open airway
- Restore breathing and/or circulation
- Monitor well-being, using techniques as described by approved First Aid training providers, until the person is transferred to the care of an ambulance officer, nurse or doctor.

Underlying Principles:

This policy applies to all staff, students, volunteers and the broader community of All Saints Catholic Primary School.

The duty of care owed by education and childcare personnel is that of a "reasonable professional". Administration staff, teachers and support workers have a special and primary duty of care to the students in their care.

All staff must be trained and prepared to provide First Aid while awaiting more expert assistance.

Staff, identified as Designated First Aiders, provide an essential and important service, and are required to make themselves available during normal business hours to attend to and support unwell or injured staff, students, visitors, volunteers, and contractors. The following ratios are recommended:

- Low risk workplaces – one first aider for every 50 workers
- High risk workplaces – one first aider for every 25 workers

Other personnel (volunteers and others working with students) must have appropriate First Aid training where a risk assessment indicated that it is an appropriate control.

This policy aims to:

- Provide strategies for the management and delivery of First Aid to students, staff and the broader school community.
- Focus on the safety and welfare of children and staff.
- Support the development of a safe school environment for all members of the All Saints Catholic Primary School community.

- Set out clear management strategies and support services for all matters related to First Aid treatment.
- Facilitate liaison between children, parents/carers, school staff and other interested parties on health promotion in our school community.

Training and Qualifications

All First Aid training must be booked through a Registered Training Organisation.

First Aid Training is required to be renewed every three years.

All Saints Catholic Primary School staff are required to complete the following qualification HLTAID012 – Provide First Aid in an Education and Care Setting. This course includes basic first aid, anaphylaxis management, asthma management & CPR training. Staff will maintain CPR qualifications. A refresher course, HLTAID009 – Provide Cardiopulmonary Resuscitation (CPR), should be undertaken annually (in between the three-year training cycle explained above).

In accordance with the CESA Camps, Excursions, Sporting and Adventure Activities Procedure, a designated staff member/s should normally be assigned to provide first aid. Additionally, for a remote camp (located more than 2 hours from medical assistance) at least one staff member must hold the qualification HLTAID013 – Provide First Aid in Remote Situations.

To support children with health and wellbeing needs, a care plan may be provided to the school by a health professional.

To facilitate an individual health & personal support plan, additional training may be required by staff.

Duties of the Principal

The Principal must ensure that a system is in place for the provision of First Aid for the school community. The Principal should be familiar with the Approved Code of Practice for First Aid in the Workplace which provides practical guidance in this area. It is the responsibility of the Principal to assess whether the school is remote or high risk or low risk and not remote, in accordance with First Aid Policy Statement and Procedures for Catholic Education SA.

Note: All Saints Catholic Primary School is classified as 'low risk' and 'not remote'.

The Principal should consider such factors as:

- Accessibility to the SA Govt website on [Health and Wellbeing](#) which contains a range of resources to assist schools in first aid, health support and personal care planning guidelines?
- Identification, assessment and control of hazards and risk associated with individual needs and the work conducted at the site.
- The site's capacity for early reporting, intervention and treatment to minimise the severity of illness or injury.
- The number of employees and students at the school who may require First Aid.
- Availability of the Designated First Aid Officer(s) to assist ill or injured persons during normal working hours and where necessary, after hours.
- Accessibility to the Designated First Aid Officer(s).
- The impact of sporting activities, excursions, camps, illness, injury or other factors on the provision of First Aid.
- The training needs of employees.
- Voluntary disclosure by employees, parents/carers and students of predictable First Aid risks and health care needs, which may require additional duties from others at the school on a need to know basis, for example, Seizures, Epilepsy, Asthma, Fainting, Allergies etc.
- Planning to manage First Aid risk.
- The development of an appropriate care plan for all medications to be administered at school (See Medication Policy and Procedures).
- Local procedures related to the actual provision of the First Aid at the site.

- Provision and maintenance of First Aid facilities, information, and equipment in accordance with the Approved Code of Practice First Aid in the Workplace, for example:
 - Access to at least one or more Standard Workplace First Aid Kit and/or a Small First Aid Kit
 - Appropriately maintained First Aid Kits, that are checked quarterly, in appropriate locations, with appropriate signage.
 - Information about the system to all employees, students, visitors, volunteers and contractors during induction and other times as required.
 - A First Aid room, rest area or similar.
- Contingency plans for personnel who are working outside of normal hours.
- The use of standard precautions to prevent transmission of infection due to exposure to blood, body fluids or illness where necessary.
- Notification to the WHS Coordinator at All Saints Catholic Primary School of an injury, incident or illness where necessary.
- Arrangements for treating and transporting an injured person or student to expert help, for example, doctor or hospital.
- Including the provision of First Aid as part of the Position Information Document when advertising for any employee.

Duties of Staff

All personnel within the scope of this policy must:

- Fulfil their duty of care in the provision of an adequate first aid service
- Allocate appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of an injury/illness
- Monitor access to the first aid kit and ensure any items used are noted by the First Aid officers to be replaced as soon as reasonably practicable after use
- Undertake quarterly documented checks. These checks should confirm that items have not deteriorated, are still within their expiry dates, and that sterile products are sealed and have not been tampered with. They should also confirm that all of the required First Aid supplies are on hand
- While on duty, or out of the classroom, ensure you carry a stocked Duty Bag
- Practise standard precautions
- Become familiar with local First Aid procedures
- Render First Aid in accordance with training as required
- Administer medications as agreed through a care plan (See Medication Policy and Procedures)
- Record details of any treatment as required
- Report major First Aid incidents to school leadership or delegated authority & parents/carers as required e.g. broken bones, head trauma or bleeding
- Report First Aid risks to Leadership and WHS Coordinator

Volunteers and others working with children should:

- Take all reasonable steps to protect your own health and safety and that of others while on school property and/or while undertaking duties for the school
- Practise standard precautions
- Become familiar with local First Aid procedures and location of First Aid supplies
- Report First Aid risks to Leadership or relevant member of staff
- Keep confidential any personal or sensitive information of which they become aware of through their involvement with the school
- Read, understand, and return a signed Volunteer Induction Package including, Volunteer details, Declaration, and Induction Checklist and Work Health and Safety information for entering the school property.

Procedures

Records Management

Individual Catholic schools and Education Offices are responsible for maintaining current and accurate record keeping, investigations, and supporting documentation for effective first aid management. This includes, but is not limited to:

- first aid supplies
- student and staff medical/health information, as appropriate
- incident/accident reports and associated information
- emergency contact details for staff, which should only be accessed when required by authorised staff.

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 accessible by to parents, guardians and/or carers. Updates to these policies and procedures will be provided through the school communication channels. 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.

Reimbursement of Ambulance Costs

Should a serious injury or medical episode occur in the workplace (on or off site):

- call for an ambulance – dial 000; and
- seek assistance from a Designated First Aid Officer.

Anyone may call an ambulance by dialling 000 if they deem it necessary in the event of a medical emergency. In the case of a child, young person, staff or volunteer, any accidentally injury or illness which occurs on site during regular school activity all ambulance costs will be covered by All Saints Catholic Primary School.

Student Health Support Planning

Where appropriate, and in accordance with the Department for Education's health support planning guidelines, a Medication Agreement and/or Health Care Plan should be developed and agreed between All Saints Catholic Primary School and a student's family to support a student's health and wellbeing needs. The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need.

Storage, Supervision and Administration of Medication

All Saints Catholic Primary School staff will accept and agree to supervise only medication required during their period of supervision or care, for example, medication required three times a day is generally not required during a school day as it can be taken before and after school, and before bed. This minimises the quantity of medication held on site.

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Some families supply thermal carry packs to maintain safe temperature storage while on excursions.

Storage should be secure with clear labelling and access limited only to the staff responsible for medication storage and supervision.

The medication must be in the original packaging or container labelled by a pharmacist showing the name of the drug, the 'use by' date, the name of the child, the dosage and the frequency of administration.

Medication should only be administered in line with the training of staff and should not be administered at school if it can be administered outside of school hours without compromising the health and wellbeing of the student.

Where appropriate, to support a student's health and wellbeing needs, a health care plan, management plan, first aid plan and/or medication agreement should be completed by the treating health professional/s. This should also specify individual health care recommendations and the required staff training to help students with health conditions attend school. Invasive health care should only be undertaken by a credentialed health care worker, and not by school staff.

Prior to the administration of any and all medications, All Saints staff must have received a Student Medication Plan or Agreement, to be provided by the prescribing doctor to assist them with safe supervision of medication, both Prescription only and Over the Counter medications (including Panadol, cough medicine and motion sickness medication).

In all cases the instructions must match those on the pharmacy label. This information must be updated if dosage or type of medication is altered. If a regime is restarted following the conclusion date of the instructions from the medical practitioner, then a new medication agreement is needed.

Documentation is mandatory for all medications including allergy medication.

Oral medication such as analgesics and over-the-counter medication that have not been authorised by the child's Medical Practitioner or a Pharmacist must not be administered by teachers or other persons on the school staff. Children must not have any medication (including homeopathic remedies/medications) in their possession apart from Asthma medication.

Everyone supervising and administering medication needs to ensure that:

- It is for the correct child
- It is the correct medication
- It is the correct dose
- It is given by the right route (oral or inhaled)
- It is given at the correct time
- A record is kept as to when it has been given.

All Saints staff will also advise Parent/Carers that a child should not take his or her first dose of a new medication at school. The student should be supervised by the family or health professional in case of an allergic reaction.

Asthma Medication Procedure

Parents/Carers of students with Asthma are required to provide the school with an Asthma Care Plan when they require regular interventions (eg. Ventolin prior to sports), or a personalised First Aid response. If a student is routinely using medication and/or taking other steps in relation to their Asthma care (e.g. avoiding outdoor activity in the colder months) then teachers and support staff should be informed of this. In the event of a serious Asthma attack a Designated First Aid Officer will be called to assist the student.

If a child has a history of Asthma, but no care plan and no medication is currently required, staff duty of care is covered by Asthma emergency training and the availability of Asthma Emergency Kits.

If a child has no history of Asthma, an ambulance should be called in the event of a suspected Asthma attack.

Children and Asthma Self-Management

If a student is able to self-manage their Asthma it needs to be confirmed by the parent/carer and doctor on the Asthma Care Plan. Self-management means they are able to:

- Recognise when they need their puffer
- Use their puffer appropriately
- Recognise when they need assistance
- Report to the teacher so that they know the child has self-medicated.

This is different to self-medicating routinely, for example: an older student who knows they need two puffs of their reliever medication before physical activity and self manages this. They also need to be seen to be responsible enough to keep their medication safe and not share it.

Storage of Asthma Puffers and Spacers

Asthma medication should be clearly labelled by the pharmacist and be stored with a copy of the child's Asthma Care Plan, however, this is not enforced. A copy should be kept digitally filed correctly within Reception, and a copy uploaded to Civica.

If a child can self-manage their Asthma (confirmed by a parent and doctor on the Asthma Care Plan) then their medication is able to be stored in their bags or carried in their pockets (as long as the medication is accessible and kept reasonably cool).

If a child is using a puffer to take their Asthma medication, they should always use a spacer as well, regardless of whether they are taking their daily preventer or using their blue reliever during an emergency.

Infectious Diseases

When a child has come into contact with an infectious disease or infestation there is a minimum exclusion period. A full list of infectious diseases that may require children and adults to stay home with recommended exclusion periods, can be found at the SA Health website.

In the event of an infectious disease case or occurrence

Call 000 immediately if urgent medical attention is required.

Children, young people and employees with symptoms and signs of an infectious disease, such as fever, cold or flu, vomiting or diarrhoea, should:

- Be encouraged to seek medical attention
- Limit contact with others
- Stay at home until symptoms have passed
- Follow guidelines on exclusion period

If an outbreak of an infectious disease or infestation occurs parent/carers will be provided with information via their child's class office box.

If a parent/carer has been advised by a doctor that their child has an infectious disease or aware of an infestation, they must alert the Front Office immediately and seek appropriate treatment.

If a staff member suspects a child to have an infectious disease or infestation, they must notify the Front Office immediately. If warranted, the Front Office staff will contact the child's parent/carer.

If an outbreak of an infectious disease or infestation occurs, parent/carers will be sent information via the child's class communication channels.

Head Lice

Through the school's prompt and consistent response to a detected or suspected case of head lice the school will endeavour to support public health measures, e.g. the support, control and prevention of transmission of public health pests.

When a child is suspected of having nits (eggs) / head lice:

- The child will be requested to report to the Front Office
- An office staff member will check their hair for lice and/or eggs

If nothing is found the child will be able to return to class.

If nits / lice are found:

- The parent/carer will be contacted and requested to collect their child from school.
- The parent/carer will appropriately treat the child's hair including combing out of all nits (eggs), prior to the child returning to school.

When a case of head lice is reported a Head Lice Alert Notice asking all parents/carers to check / treat child's hair immediately, will go home to that class. In the case of multiple instances and reports of head lice, the school community will be advised via email, newsletter or text message and families will be asked to check their child's hair for infestation. When infestation occurs, a child MUST be treated before returning to school.

When a major head lice infestation occurs throughout the school:

The local Council Environmental Health Officers will be requested to come into the school to do a whole school hair check.

- Parents/carers will be notified ahead of time of this date and permission slips will be required to be completed and returned to school Front Office.
- If permission is not given:
 - The parent/carer will be requested to collect the child from school
 - The parent/carer will be requested to have a doctor perform the hair check
 - The parent/carer will be requested to supply a doctor's certificate to the Front Office before returning to their class.
- If a child is absent from school on that day, on their return to school:
 - A Front Office staff member will check for permission and if permission is on file, the child's hair will be checked; if no permission is on file the above steps listed under "If permission is not given" will apply.

Treatment for head lice should include the following:

- Check all members of the household at the same time and only treat those with head lice.
- Use an effective head lice chemical treatment or use the wet combing technique to ensure all lice are dead or removed.
- Wash bed linen, hats, hair ties, brushes etc. in hot water.
- Check all household members daily for 3 weeks and treat anyone found who have head lice.
- Repeat chemical treatment in 7 days after initial treatment, or 2-3 times per week for 3 weeks if using the wet combing method.

As per the All Saints Catholic Primary School Uniform Dress Code Policy – "Hair longer than shoulder length should be tied back at all times." This will assist in limiting the transmission of head lice from head to head. Students should not share hats with one another.

Parent/Carer obligations:

- To check their child/ren's hair every week for head lice
- To immediately notify the school if live eggs or lice are found in their child/ren's hair
- To promptly treat the hair with the appropriate preparation – including combing out nits (eggs).
- To check their child/ren's hair every day for 3 weeks from treatment
- To take steps to prevent re-infestation
- To re-treat hair 7 days from first treatment and again 14 days from the first treatment to kill any eggs that may have survived and hatched.

References

- First aid and infection control standard, Catholic Education South Australia
- First Aid & Medical Emergency, SA Government
- Catholic Safety and Injury Management First Aid Procedure
- Catholic Safety and Injury Management First Aid Checklist
- CESA First Aid Procedure
- [SA.GOV.AU - Children's health and wellbeing \(www.sa.gov.au\)](http://www.sa.gov.au)
- [Supporting children and students with continence care needs \(education.sa.gov.au\)](http://education.sa.gov.au)
- Approved Code of Practice for First Aid in the Workplace
- Work Health & Safety Regulations 2012, Division 3
- Code of Practice for First Aid in the Workplace
- Staff & Student Records (CESA Online)
- SACCS Duty of Care Policy
- CESA Volunteer Application Package
- Asthma Australia
- Onkaparinga Council – head lice
- SA Health
- [CESA Camps, Excursions, Sporting and Adventure Activities Policy](#)

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Sign:  _____ Date: 27/11/24
(Principal)

Sign:  _____ Date: 27/11-2024
(Chairperson on behalf of School Board)

Date to be reviewed: March 2026