

St Mary's College First Aid Policy and Guidelines



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



St Mary's College
Seymour

Purpose

This procedure has been prepared in accordance with the Melbourne Archdiocese Catholic Schools Ltd (MACS), First Aid Policy and Guidelines Policy.

Melbourne Archdiocese Catholic Schools Ltd (MACS), and the schools it governs and operates, strive to be communities of faith, hope and love, where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe work environment for all members of our school community. We have a particular duty of care for the safety of our students. It is important, therefore, to identify the first aid arrangements and facilities in place to ensure all injured and ill people get immediate and adequate treatment.

Appropriate first aid facilities, training and resources must be in place in each school or workplace to meet the first aid needs of staff, students and others in the workplace or school, or in school approved activities, including those activities that take place off site or out of school hours.

Scope

These guidelines apply to all employees, students and others in all schools and workplaces governed and operated by MACS, including specialist schools established and operated through its subsidiary Melbourne Archdiocese Catholic Specialist Schools (MACSS).

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.

Policy

First aid facilities to meet the needs of staff, students and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions, and out of hours school events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by all staff in schools.

A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of campuses
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others
- previous incidents or trends in illness or injuries
- the nature and location of camps, excursions and other off site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This risk assessment will identify the following:

- the number of designated first aid officers
- the location of first aid room, if required
- the number, location and contents of first aid kits.

The risk assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the community. A first aid risk assessment is to be completed prior to camps and excursions.

First aid officer training

It is the responsibility of the principal or their delegate to ensure that designated first aid officers have completed the recognised training. The first aid risk assessment will determine the level of first aid training to be undertaken and the number of first aid officers required in the school.

The minimum training requirement is HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.

General first aid training for staff

All staff are to complete the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 each year.

All staff are to attend two briefings on anaphylaxis management conducted at the school by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

Training in the management of asthma should be undertaken annually. Depending on the student population, additional training in other medical conditions, such as diabetes or epilepsy may be recommended following the first aid risk assessment

A register of all first aid training is kept in the school by a person nominated by the principal.

Responsibilities of first aid officers

First aid officers provide initial care to injured or ill staff, students or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the first aid officer will refer the ill or injured person to additional medical advice or assistance. The first aid risk assessment will determine the appropriate number of staff designated as first aid officers in each school. The principal must ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

Location of first aid

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. The first aid facility is to be equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid training at all times. A locked cabinet for the storage of medication must be available in the facility.

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 provided to parents, guardians and/or carers. Updates to these policies and procedures will be provided through the school's website, newsletters or online applications.

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.

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 and/or carer of the student.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the school. When a parent cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

Procedures

A First Aid Risk Assessment will be attended regularly to ensure First Aid resources meet the current College and community needs. At a minimum, the assessment will be attended annually to capture new staff and student enrolments. In addition, the assessment will be attended prior to camps and excursions.

First Aid Location

- ✓ First Aid is provided in the Health Centre, located in the Administration Building.
- ✓ The Health Centre is identified by external and internal signage.
- ✓ The Health Centre is marked on College Maps.
- ✓ The Health Centre has provisions for basic First Aid treatment.
- ✓ The Health Centre will be supervised during College hours (0815 – 1615) by the College Nurse (Registered Nurse) or by a delegated First Aider when the Nurse is unavailable.

First Aid Officers

The College will maintain a minimum of six First Aid Officers which correlates to the guidelines for (400 to 599) employees and students. The College will provide and encourage First Aid education to all staff, thus enabling a register with a greater number than this of trained staff. The College Nurse is responsible for facilitating and maintaining adequate First Aid Officers as per the First Aid risk Assessment and additional staff training as relevant to the College needs.

The First Aid Officers will hold and maintain accredited certificates as follows:

1. HLTAID011 Provide First Aid
2. HLTAID10 Provide Basic Emergency Life Support
3. HLTAID009 Provide CPR.

All College staff will successfully complete the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the course (valid for 2 years)

OR successfully complete the face-to-face training: 22578VIC Management of Anaphylaxis. (valid for 3 years)

The ASCIA e-training course is free and can be accessed on: <https://etrainingvic.allergy.org.au/>

All staff will attend an additional briefing during a 12-month period, provided by the College Nurse, on Anaphylaxis management, specifically for the current students at risk of Anaphylaxis.

HLTAID011 *Provide First Aid* is required every 3 years.

HLTAID009 *Provide CPR* and required annually.

Additional training will be provided, where necessary, to manage students with chronic health issues such as diabetes and epilepsy etc.

A registry of First Aid Officers, their qualifications and renewal dates will be maintained by the College Nurse and available at every site where First Aid Kits are located and on all Occupational Health and Safety information boards.

All First Aid education will be provided by a Registered Education Provider and the cost of training will be met by the College.

First Aid Kits

The College will provide 12 (minimum as per guidelines is eight), site specific, First Aid Kits in the following areas:

1. Emergency Response bag - Rm. 23 B (Mobile)
2. Staff Room - Rm. 23 B (Fixed)
3. Response Bag - Health Centre (Mobile)
4. Canteen - Rm. 10 (Mobile)
5. Creative Arts - Rm. 36 (Fixed)
6. Creative Arts - Rm. 39 (Mobile)
7. Science Wing - Rm. 40 (Mobile)
8. Multipurpose Hall - Rm. 42 (Mobile)
9. Primary - Rm. 4 (Mobile)
10. Primary - Rm. 8 (Mobile)
11. Primary Learning Centre - Rm. 3 (Fixed)
12. Home Economics - Rm. 26 A (Mobile)

In addition, there are:

- 7 mobile Yard Duty kits located in Staff room 15A, to cover all areas of the school ground during recess and lunch.
- 3 large Excursion Backpack Kits and 5 small mobile excursion kits located in the Health Centre and utilised for camps and excursions.

- A small range of mobile kits for specific hazards: Biohazard spills, Snake bite, Burns.

Fixed & Mobile First Aid Kits will be named by site or function, prominently placed, accessible, marked on College Maps and their location communicated to the College community.

The Automated External Defibrillator (AED) is located in the Leadership Area (Room 23B) and identified with signage.

The College Nurse is responsible for the maintenance of all First Aid Kits and AED.

First Aid Kit Contents:

First Aid Kits will be checked and replenished regularly. A First Aid Kits Contents Checklist is a living document and will be maintained for the Health Centre and each specific First Aid Kit. The checklist will document contents and dates checked.

First Aid Kits will contain a current First Aid manual.

Emergency numbers including the College's emergency mobile number will be posted clearly at all First Aid Kit sites and other areas throughout the College as applicable.

Clearly identifiable tags noting location and College emergency number, Basic Life Support flowchart, Anaphylaxis & Asthma First Aid flowcharts, Anaphylactic students & staff will be attached to all mobile First Aid kits.

First Aid Procedures (On-site)

1. Student/Staff presents with serious injury or illness:

- Staff to call College Emergency mobile **0475 699 549** to alert College Nurse or First Aid Officer.
- College Nurse/First Aid Officer to triage student/staff and call triple zero for emergency assistance.
- College Nurse/First Aid Officer to commence treatment.
- Parent/Carer and Principal to be notified by College Nurse/First Aid Officer as applicable and appropriate, in a timely manner.
- Incident reported to Principal via an Incident report
- Report to Work Safe as applicable.

2. Student/Staff presents with minor injuries/illness:

- A Health Centre Pass (Document 6) from the applicable staff member, indicating the type of injury/illness, is to be given to student (or other) to present to the Health Centre.
- College Nurse/First Aid Officer will provide treatment as per current, best practice and evidenced based guidelines and qualifications.
- College Nurse/First Aid Officer to notify parent/carers of same or advise if student needs to be collected.
- College Nurse/First Aid Officer to supervise unwell student until parent/carers arrives.
- College Nurse/First Aid Officer will initiate and complete a Sick Pass as specified in *Simon*.

The minimum criteria as follows:

Student name, Referrers name, Date & Time arrived, Time departed, Reason for visit, Location, Symptoms, Treatments, General notes, End destination.

First Aid Procedures (Camps and excursions)

- Prior to an excursion, the College Nurse/First Aid Officer, will conduct a risk assessment to:
 1. Ascertain the number of students with medical needs attending.
 2. Determine if College Nurse/First Aid Officer is required to attend.
 3. Determine the number of First Aid Kits required as per students/staff attending.
- The College Nurse/First Aid Officer will adequately stock the kits according to the specific requirements of the camp/excursion.
- The College Nurse/First Aid Officer will ensure a Medical Authority Form (MAF) is completed for each student who requires medication during the camp/excursion.

- The College Nurse/First Aid Officer will prepare applicable student's medication for the Camp/excursions as per the Medical Management Policy.
- The College Nurse will facilitate an Activity Nominated student form to document all Medication and First Aid provided by First Aid Officers whilst on camp/excursion.
- Staff who administered medications to students during camp will initial/sign the Activity nominated student form against the applicable student. This record will be saved in the Health Centre drive until Camps.

Administering Medication:

The College Nurse/First Aid Officer is responsible for administering or preparing the medication to be administered during school hours and while on camps/excursions.

The College Nurse/First Aid Officer will ensure the MAF is completed and authorised prior to administering Medication to the student.

The MAF specifies Student name, Medication, Time, Route, Dose, Name and Signature of prescribing Medical Practitioner or Pharmacist and is signed by the Parent/Guardian/Carer.

The Medication to be administered must be contained in the original pharmacy packaging noting the student's name, dose, route, time, special instructions, and the name of the dispensing Pharmacy.

Communication to Parents:

The College uses *Simon* for requesting medical information from parents, guardians and/or carers.

The College Nurse/First Aid Officer will contact parent/guardian/carer for all serious injuries and as applicable for minor incidents.

College Nurse/Principal will alert employees and the parent cohorts who may be at risk of any infectious/contagious conditions.

Documents

1. First Aid Risk Assessment
2. First Aid Locations College Map
3. First Aid Training Register
4. First Aid Kits Contents Checklist
5. Emergency Phone numbers
6. Health Centre Pass NB: This replaces the *First Aid Form – School and Parent/Guardian/Carer Record in MACS*
7. Sample Incident report template (*separate templates for Students, Staff & Visitors*)

Resources

1. First Aid in the Workplace. WorkSafe Victoria 2021
2. School Operations, Anaphylaxis Dec 2021 <https://www2.education.vic.gov.au/>
3. Department of Education and Training Victoria, First Aid for Students and Staff <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>
4. [Murdoch Children's Research Institute HeadCheck Concussion Recognition Support Tool](#)
5. [The Royal Children's Hospital Melbourne Head Injury – return to school and sport](#)
6. [CECV Student Activity Locator](#)

Legislation

1. Children Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008. <https://www.legislation.vic.gov.au/as-made/acts/childrens-services-and-education-legislation-amendment-anaphylaxis-management-act-2008>
2. Ministerial Order 706 — Anaphylaxis Management in Victorian schools' outlines points that schools need to ensure are included in their anaphylaxis management policy. A revised Ministerial

Order 706 came into effect on 3 December 2015.

https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf

3. Occupational Health and Safety Act 2004 (OHS Act)

4. Occupational Health and Safety Regulations 2017 version 013 (July 2022)

Related policies

1. Anaphylaxis Policy

2. Medical Management Policy

3. Melbourne Archdiocese Catholic Schools (MACS) management portal: School Injury Incident Report Form

4. MACS Occupational Health & Safety Policies

Policy information

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	MACS Executive Director
Assigned board committee	Child Safety and Risk Management Board Committee
Approval date	14 September 2022
Risk Rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned Framework	Care, Safety and Welfare of Students
Related documents	School First Aid Form – School and Parent/Guardian/Carer School First Aid Risk Assessment
Superseded documents	MACS First Aid Policy and Guidelines – v1.0 – 2021
New policy	