Melbourne Archdiocese Catholic Schools

First Aid Policy

St Mary's College Seymour

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (**MACSS**) to provide educational services to children with diverse needs and Melbourne Archdiocese Catholic Schools Early Years Education (**MACSEYE**) to provide early years care and education services.

The Statement of Mission in the MACS Constitution, and the constitutions of its subsidiaries, MACSS, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

2. Background

MACS commits to creating a safe and healthy environment to work, learn and flourish that reflects its value of care, responsibility and respect for staff, students, contractors, volunteers, visitors and members of the school community.

MACS does this by ensuring first aid management arrangements are compliant to all legislative requirements, a risk-based approach in setting the actions required for first aid resources and meeting a duty of care to provide adequate first aid facilities, as far as reasonably practicable.

3. Purpose

This Policy sets out the requirements that ensures MACS workplaces are equipped to prevent, prepare for and respond to injury, illness or medical emergencies through the implementation of appropriate first aid arrangements and infection control practices. The policy prioritises the welfare of students, staff and others in the MACS community as the highest priority, supports compliance with relevant legislation and promotes a culture of care, preparedness and continuous improvement.

4. Scope

This policy applies to all staff and students at the following:

- MACS central and regional offices
- MACS schools, including specialist schools operated by MACS subsidiary, MACSS and school boarding premises operated by MACS schools
- Offsite activities approved by MACS including activities held outside of regular school hours.

5. Principles

The policy is underpinned by the following principles:

- MACS has a legal and moral responsibility to provide safe learning and work environments for all staff, students, families, visitors and contractors
- First aid and infection control practices are integrated into MACS's broader Health, Safety and Wellbeing Management System (HSWMS) and aligned with related areas such as emergency management, student wellbeing, and risk management

- First aid and infection control arrangements comply with, and seek to exceed, all legislative and regulatory requirement
- While MACS provides central guidance and oversight, **workplace management** (e.g. principals and MACS senior roles) are empowered to implement first aid and infection control arrangements appropriate to their local context, in consultation with staff and health and safety representatives (HSR)
- First aid practices are inclusive, accessible and responsive to the diverse needs of individuals with medical conditions or disabilities
- All staff have a role to play in supporting first aid and infection control practices and promoting a culture of care and responsiveness
- All staff, students, visitors and contractors will receive timely and appropriate first aid support when needed
- First aid incidents and infection risks are reported and recorded to ensure accountability, learning, and continuous improvement.

6. Policy

6.1. Governance and compliance

MACS and all MACS workplaces will comply with the *Occupational Health and Safety Act 2004* (Vic) and *Occupational Health and Safety Regulations 2017*.

MACS and all MACS workplaces will implement first aid guidance consistent with the WorkSafe Victoria compliance code.

MACS schools will maintain a First Aid Policy and associated procedures to comply with the Minimum Standards for the Victorian Registration & Qualifications Authority (**VRQA**).

6.2. Provision of first aid resources

MACS workplaces will allocate adequate financial and physical resources to enable effective implementation of first aid arrangements.

6.3. First aid planning and risk assessment

MACS central HSW team will maintain an enterprise first aid risk assessment, which will be reviewed **at least once every two** years, to identify the minimum first aid requirements of MACS workplaces. The first aid risk assessment will determine minimum first aid facilities, resources (e.g. first aid room, first aid kits, staff training, procedures), and other additional or specialist first aid equipment required (e.g. automatic external defibrillators). MACS workplaces must apply this to their local context.

Each workplace will **complete and annually review** its *First Aid Plan – Workplace Template* to attest that minimum requirements are in place.

Workplace management will consult with health and safety representatives, designated first aiders and staff when setting or changing first aid arrangements.

6.4. First aid roles and training

MACS workplaces will appoint First Aid Officer(/s) and maintain an adequate number of trained first aiders available during operations and activities, including off-site activities.

First aiders will hold the minimum acceptable level of training, specifically HLTAID011 – Provide First Aid renewed **every three years**; and HLTAID009 – Provide Cardiopulmonary Resuscitation (CPR) renewed **annually**. Additional role-specific training may be required.

MACS workplaces will maintain a training register of all trained first aiders and communicate the names and locations of First Aid Officers.

First aiders must act within competence and professional boundaries as detailed within the relevant *MACS First Aid Procedure*.

First aiders and staff must **maintain confidentiality** and only disclose information necessary for the provision of care or as required by law.

Principals will ensure staff undertake additional training where required to manage specific student health conditions (e.g. anaphylaxis, asthma, diabetes, epilepsy) and comply with relevant legislation and MACS policies. Analgesics will not be stored or administered for first aid purposes.

6.5. First aid facilities, equipment and maintenance

Where required by the *MACS First Aid Procedure*, schools will maintain a dedicated first aid room; non-school workplaces may maintain a suitable first aid area/ sick bay. Minimum provisions are detailed in procedure and the *First Aid Plan – Workplace Template*.

MACS workplaces will ensure appropriate number, location and contents of first aid kits matched to hazards and local risk. A quarterly inspection of the facilities and after each use of the kit will be undertaken.

Provision of other first aid equipment, such as automated external defibrillator, emergency showers and other specialist equipment, will follow the *MACS First Aid Procedure* and relevant standards.

6.6. First aid response

First aiders will provide appropriate first aid treatment to an ill or injured staff, students and others in **accordance with their level of training**. In a medical emergency, staff are to take emergency action and do not need to obtain parent/carer consent to contact emergency medical services.

Depending on the severity of the injury or illness of staff, the emergency contact may be notified.

Schools will ensure timely written notification to the parent/carer where first aid is provided to the student. Schools must communicate using the *First Aid Form* or equivalent.

6.7. Infection control response

Infection control practices will be adhered to during provision of first aid, handling and disposal of first aid waste to minimise the risk of exposure.

MACS will manage and control the transmission of infectious disease in workplaces. MACS staff and school students will abide by any legislative minimum exclusion periods for infectious disease cases and contacts, as well as management guidelines in accordance with the Victorian Department of Health.

6.8. Reporting and record keeping

All first aid provided, incidents and hazards are recorded in MACS Guard or local recording systems as soon as reasonably practicable.

Notifiable incidents are reported to WorkSafe Victoria and managed per *Occupational Health and Safety Act 2004* (OHS Act) and relevant MACS procedure. 'Notifiable incident' in this policy refers to incidents that must be notified to WorkSafe Victoria under the OHS Act.

Records will be retained within the workplace in line with MACS policies for information recordkeeping, retention and disposal.

MACS will ensure that all first aid and medical information is recorded accurately and stored securely in accordance with the *Health Record Act 2001* (Vic), MACS *Privacy Policy* and relevant procedures.

6.9. Communication with parents/carers

Principals will request parents/carers provide accurate, up-to-date written information about their child's health support needs **at least annually**, whenever there is a change to their child's medical condition and when health-related supports are no longer required in the school environment. Privacy and confidentiality of medical information will be maintained in accordance with the MACS *Privacy Policy* and *Privacy Collection Notice – Students and Parents.*

Schools will ensure that the current location of information about first aid, distribution of medication, and management of student medical conditions is communicated to parents/carers and made publicly available to the school community.

6.10. Continuous improvement

MACS workplaces will review first aid management **at least annually** (and after incidents/changes/audits), analyse trends and implement improvements. Outcomes are reflected in the *First Aid Plan – Workplace Template* and communicated to staff in the local workplace.

7. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement
MACS (Organisation/ Employer)	Establish and maintain the MACS First Aid Policy and minimum organisational procedures. Ensure compliance with relevant legislation (e.g. OHS Act and Regulations (Vic)) and the Victorian Child Safe Standards. Provide governance, systems, resources and templates to support effective first aid arrangements across all MACS workplaces. Oversee organisational assurance and continuous improvement.	Ensure organisational-level reporting to regulators/oversight bodies where required. Review aggregated reporting from workplaces and the HSW Team for effectiveness and compliance.
Workplace management (Principal, General Manager (Region))	Ensure first aid arrangements are implemented in accordance with MACS policy and legislative requirements. Allocate adequate resources (financial, physical, and human) and ensure suitably trained first aiders and First Aid Officers are appointed, available and identifiable. Ensure first aid facilities, equipment and communication meet MACS minimum requirements. Promote a safe environment consistent with the MACS Child Safety Framework and Victorian Child Safe Standards. Consult with staff and HSRs and drive continuous improvement. Ensure student-related first aid practices align with MACS student health policies and individual healthcare needs.	Report notifiable incidents to WorkSafe Victoria as required. Maintain first aid training records in local workplace training registers. Forward WorkSafe notices/reports to the MACS HSW Team and regional office. Submit the contextualised *First Aid Plan – Workplace Template* annually as part of attestation. Ensure appropriate notifications to Parents/Carers when first aid is provided to students, consistent with MACS policy.
Central HSW Team	Provide organisational-level governance, standards, templates and guidance for first aid. Maintain MACS minimum first aid requirements and the *First Aid Plan – Workplace template.* Support monitoring and continuous improvement across workplaces.	Provide enterprise-level insights to MACS leadership.
First aid officers / aiders	Maintain current first aid competencies appropriate to their role.	Record first aid treatment in the designated MACS system/register in accordance with policy.

Role	Responsibility	Reporting requirement
	Provide first aid within the scope of their training and MACS policy. Support a safe environment through infection control and confidentiality.	
Health and Safety Representatives (HSRs)	Participate in consultation regarding first aid arrangements as part of workplace health and safety consultation processes. Provide feedback on first aid hazards, risks and potential improvements.	Not applicable
All MACS staff	Take reasonable care for their own health and safety and that of others. Provide first aid only within the limits of their training and competence. Follow infection control and illness exclusion requirements. Cooperate with MACS policies and procedures.	Report injuries, illnesses or incidents to workplace management as soon as practicable and record in the designated MACS system/local register.

8. Procedures

The *MACS First Aid Procedure* Procedures outlines how this policy must be implemented. Each MACS workplace (i.e. school, campus or office) must contextualise its local first aid arrangements and systems using the *First Aid Plan – Workplace Template.*

See 'Related policies and documents' section for supporting documents and relevant checklist template to support first aid provision and response.

9. 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 aider

A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid equipment Includes first aid kits and other equipment used to treat injuries and illnesses.

First aid facilities

Includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

First aid officers

A person who has completed the appropriate training in first aid and has been nominated by the employer for that role in the workplace to act as the primary contact and point of escalation.

MACS workplace

A MACS workplace includes any location where MACS employees, students, contractors, volunteers or visitors undertake work, learning or school-approved activities. This includes MACS central and regional offices, MACS schools, MACS specialist schools operated by MACS subsidiaries (including MACSS), school boarding premises operated by MACS schools, and any offsite or out-of-hours activities that are approved by MACS or a MACS school.

Occupational health and safety

A broad term used to describe the overall health, safety and wellbeing of a group of people engaged in work or employment, also involving the management of risk in a workplace.

Registered medical/health practitioner

A person registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

Workplace management

Workplace Management refers to the individual who has primary responsibility for leading, managing and overseeing the daily operations of a MACS workplace. This includes ensuring that required health, safety and wellbeing arrangements are established, implemented and maintained. Depending on the setting, this role may be fulfilled by a MACS office manager, MACS manager, MACS senior role holder or the principal of a MACS school.

10. Related policies and documents

Supporting documents

First Aid Procedure
First Aid Plan – Workplace Template
First Aid Kit Contents Checklist
First Aid Form – School and Parent/Carer Record – Template for Schools

Related MACS policies and documents

Anaphylaxis Management Policy for MACS Schools
Excursions, Camps and Travel Policy for MACS Schools
Health, Safety and Wellbeing Policy
Hazard and Incident Management Procedure
Student Health Support Policy

Resources

Asthma First Aid Poster
ASCIA First Aid Plan for Anaphylaxis
ASCIA Action Plan for Allergic Reactions
ASCIA Action Plan for Drug (Medication) Allergy
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
Murdoch Children's Research Institute Head Check Concussion Recognition Support Tool
St John's Ambulance – First aid fact sheets
The Royal Children's Hospital Melbourne Head Injury – return to school and sport
WorkSafe Victoria Compliance Code: First aid in the workplace

11. Legislation and standards

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2017
Occupational Health and Safety (Psychological Hazard) Regulations 2025 (Vic)
Public Health and Wellbeing Act 2008 (Vic)
Public Health and Wellbeing Regulations 2019 (Vic)
Health Records Act 2001 (Vic)
Disability Standards for Education 2005
WorkSafe Victoria – First aid in the workplace Compliance Code

12. Policy information

Sponsoring executive	Director, People and Culture
Policy owner	General Manager, Health, Safety and Wellbeing
Approving authority	MACS Board
Assigned board committee	People and Culture Board Committee
Approval date	14 September 2026
Risk Rating	Extreme
Review by	September 2027
Publication	CEVN, Gabriel, school website

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Supporting documents	See list of supporting documents and related policies above
Superseded documents	First Aid Policy – Schools – v3.0 – 2023 First Aid Policy – Template for schools – v1.0 – 2023
New policy	New