

# First Aid Policy and Guidelines



## Purpose

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 (ASCI) 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

Following the completion of the first aid risk assessment, each school must outline the following information as it applies in the school and include as appendices to this policy.

|                                                    |                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Best Location for First Aid on School Site:</b> | <p>The First Aid room is located next to reception, central to toilets and disability facilities. The First Aid Cupboards are clearly signed and accessible to staff.</p> <p>First Aid station 2 is located at the bottom of the stairs. Close to toilets and central to the yard for staff on duty, this is clearly accessible and signed.</p> |
| <b>Number of First Aid trained staff</b>           | <p>At least 2 First Aid officers required:</p> <ul style="list-style-type: none"><li>● Chief First Aid Officer 1 – Christa Tadich</li></ul>                                                                                                                                                                                                     |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>required:</b>                                   | <ul style="list-style-type: none"> <li>Chief First Aid Officer 2 – Allison Wedding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Training for First Aid staff:</b>               | <p>Available annually for refreshers</p> <p>Course: HLTAID004 – Level 2 First Aid</p> <p>HLTAID009 - CPR</p>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Maintenance of First Aid training Register:</b> | <p>Belynda Smith</p> <p>School Office Manager</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Medication Storage &amp; Distribution:</b>      | <p>Stored and distributed in the first aid room with parental consent forms and instructions</p> <ul style="list-style-type: none"> <li>Register is maintained by Belynda Smith (Office Manager)</li> </ul>                                                                                                                                                                                                                                                                     |
| <b>First Aid Kits</b>                              | <p>1 – First Aid / Sick Bay Cupboard</p> <p>2 – First Aid Station 2 (stored in sick bay cupboard when not in use)</p> <p>3 – Smaller First Aid Kits are stored in each classroom green first aid bags</p>                                                                                                                                                                                                                                                                       |
| <b>Procedures on Camps and Excursions:</b>         | <p>Risk assessment of the venue submitted to the principal 3-4 weeks in advance. First aid supplies audit conducted to see if camp appropriate materials are packed. First Aid packs checked by:</p> <p>(Chief First Aid Officer 1) – Christa Tadich</p> <p>(Chief First Aid Officer 2) – Allison Wedding</p> <p>2 Packs taken and carried by first aid trained staff members.</p> <p>* outings must have at least 2 x Level 2 qualified first aid trained adults attending</p> |
| <b>Procedures on yard duty</b>                     | <p>The policy and procedures will be available for families on the school website</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Requesting medical information</b>              | <p>Medical information is provided on student enrolment, additional updates can be made by parents on the ICON community portal. Staff may also make specific requests if more information is required.</p>                                                                                                                                                                                                                                                                     |

## Resources

Department of Education and Training Victoria First Aid Content Checklist, available on the [First Aid for Students and Staff webpage](#)

[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](#)

## Related policies

Anaphylaxis Policy

Medical Management Policy

## Policy information

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

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