

# First Aid Policy and Guidelines Schools



## 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**

MacKillop College has a combined total of approximately 1,900 staff and students. Each campus has a dedicated First Aid room for the support of anyone who is ill or injured. This room is not used for other purposes. Students in the First Aid room are supervised at all times. In the absence of the Primary First Aid Officer, trained staff members will be available to administer first aid.

### **1. First Aid Risk Assessment**

The Primary First Aid Officer at the main campus ensures that the first aid risk assessment is conducted annually to determine the adequacy and appropriateness of existing first aid facilities in the College. Additional assessments will be conducted if there are changes at the workplace that may impact on first aid needs.

The Primary First Aid Officer at the main campus conducts the assessment in consultation with the Primary First Aid Officer at the St Mary's campus and the OHS Manager. Any material changes will include consultation with the relevant Health and Safety representatives. A copy of the completed first aid assessment will be sent to the OHS manager and tabled for the OHS Committee Meeting.

## 2. First Aid Treatment

First aid provides the initial and immediate attention to a person suffering injury or illness. In extreme cases, a quick first-aid response could mean the difference between life and death. In many cases, first aid can reduce the severity of the injury or illness as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety.

It is **not** the role of school staff (including first aid officers) to:

- Make a medical diagnosis
- Determine whether the point of the not-for-resuscitation order has been reached

## 3. First Aid Personnel

Mackillop College has appointed the following individuals as First Aid personnel:

	<b>Main campus:</b>	<b>St Mary's campus:</b>
<b>Primary First Aid Officers:</b>	Maria Helebrant / Vanessa Price ☎ ext 201 or 03 8374 5201 or 0418 545 661	Michelle Williams ☎ ext 256 or 03 8374 5256
<b>Support First Aid Officers:</b>	Vanessa Fragapane Karina Rickard Michelle Shepherdson Kellie Smith Annemarie Pettigrove Susan Rodriquez	Melissa Harding Nalini Maharaj Vince Massara Nicole Mitchell David Pike

Additional staff working in higher risk areas such as Maintenance, materials and food technology, art, HPE and sports are also trained and may be called upon to provide support in an emergency.

When selecting additional personnel for first aid training, the College may consider:

- a) The employee's commitment to the role of first aid personnel.
- b) The employee's availability to provide first aid services during regular student/employee hours.
- c) The work areas that have been assessed as having a large number of hazardous activities (eg physical education, sporting competition, manual arts, home economics).
- d) The employee's personal skills, characteristics and physical capacity, including reliability and ability to remain calm during an emergency.

All staff, including First Aid personnel must respect the confidential nature of any information provided during the course of any first aid treatment. Disclosure of personal and sensitive information without consent is unethical and a breach of Australian Privacy Principles.

Typical responsibilities of anyone providing first aid:

- a) Provide initial care of ill or injured staff, students and others by rendering first aid treatment in accordance with their training
- b) Adequately supervise the ill or injured until no further treatment or assistance is required or

until the ill or injured is/are handed over to an ambulance, medical personnel or to the parent/carer/guardian/emergency contact

- c) Record first aid treatment on the College's system
- d) Arrange for parents/guardians to be contacted by phone/email and note when students present to first aid
- e) Report any hazard or incident to the College OHS Manager using the CompliSpace Assurance platform
- f) Adhere to adequate and appropriate infection control procedures in the performance of their duties.

Primary First Aid staff have additional responsibilities which are outlined in their position descriptions.

#### **4. Training**

All first aid personnel are required to complete the following courses:

- HLTAID011 – Provide first aid
- HLTAID010 – Provide basic emergency life support
- HLTAID009 – Provide cardiopulmonary resuscitation

Primary First Aid Officers will also complete advanced first aid training.

The College arranges training and refreshers for all First Aid staff. New staff who would like to complete a First Aid course may do so with the permission of the Principal.

#### **5. First Aid Facilities**

MacKillop College provides a First Aid room at each campus for the provision of first aid to staff, students and others that have sustained an injury or illness. MacKillop College ensures that adequate first aid supplies are stocked in both the First Aid room as well as within any First Aid Kits. The First Aid Signs, a green cross and white background are displayed for students, staff and others to clearly identify the location of first aid assistance. The first aid locations are also marked on all evacuation maps in the school.

Emergency telephone numbers are prominently displayed for:

- Ambulance/Fire/Police
- Local hospital
- Poisons Information Centre
- First Aid Officers

First aid supplies are checked each term or after increased usage.

The following items are available in each First Aid room:

- personal protective equipment (eye protection, gloves, apron/gown)
- resuscitation mask
- electric power points
- sharps disposal system
- biohazard waste container and sanitary waste bin

- work bench or dressing trolley
- storage cupboards for medicaments, dressings and supplies
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- blankets and pillows
- wheelchair
- bed
- an upright chair
- desk and telephone
- signage indicating emergency telephone numbers
- signage indicating emergency first aid procedures

## **6. First Aid Kits**

The College has over 90 first aid kits located at both campuses. The kits are tailored for specific uses including sport, college passenger vehicles, buses, excursions/camps and general purpose kits in each building.

All kits are checked and restocked after treatments and at the beginning of each term by the Primary First Aid Officer, to ensure they are re-stocked. Staff are to report use of stock to the First Aid Officer via email for re-stocking at any time during the school term.

### **Required Kit Contents**

A basic first aid kit in the workplace includes:

- Emergency Services telephone numbers
- Name and telephone number of workplace first aid personnel
- Basic First Aid notes
- Individually wrapped sterile adhesive dressing
- Sterile eye pads
- Sterile covering for serious wounds
- Resuscitation mask
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressing
- Medium sterile un-medicated wound dressing
- Large sterile un-medicated wound dressing
- Non-allergenic tape
- Crepe bandage
- Tweezers
- Scissors
- Sterile saline solution
- Disposable gloves

- Plastic bags for disposal
- Suitable book for recording details of first aid provided.

### **First Aid considerations for Off-Campus activities**

While the risk assessment for the activity may highlight additional First Aid requirements, below are typical requirements for various activities.

#### *Urban Areas*

For off campus activities to places where emergency first aid or medical services are available e.g. shops, museums, factories, hospitals or other schools, there is no requirement to provide a MacKillop First Aider however, the staff member will take an Excursion First Aid Kit and Excursion mobile phone.

#### *Low risk activities*

All low risk activities must include one trained First Aider, with a First Aid Kit

It may be necessary to increase the number for First Aiders dependent on the outcome of the Risk Assessment for the activity.

#### *High risk activities*

Due to the increased level of risk, the number of First Aiders and Kits must be suitable for the off-campus activity.

#### *Rural and Remote Areas*

Off-campus activities in rural areas should include as many First Aiders and Kits as practicable. It may be necessary to alter the number of First Aiders and level of qualification eg Remote Area First Aid, Wilderness First Aid etc, dependent on the outcome of the Risk Assessment for the activity, with the appropriate Outdoor Education First Aid Kits, Mobile and Satellite phones.

It is recommended that at least one person is trained in Mental Health First Aid or equivalent course attend or is available for rural/off campus activities.

Whenever practical, First Aiders should not all travel in the same vehicle.

#### *International Activities*

For international activities, which are based at an overseas sister school, there are no requirements to provide a first aider from Australia. For international activities in urban, rural or remote areas, the requirements outlined in the above sections apply.

## **7. First Aid procedure for non-emergency response**

### *Yard Duty*

Yard duty teachers must wear a red high visibility vest to assist students to easily identify them and carry a 2 Way Radio for communication.

Students can report to the yard duty teacher & present to the First Aid Officer for further first aid attention.

### *During Class*

During class, if a student requires first aid attention, they go to the First Aid Office with a note in their college diary.

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the college should ask the parent/guardian or emergency contact person to collect the student and suggest that advice is sought from a medical practitioner.

### *Urgent but not Life-Threatening Situation*

Where there is an urgent but not life-threatening situation, the first staff member on the scene who is not suffering an injury, is responsible for:

- a) Checking for immediate danger to themselves or others.
- b) Immediately arranging for first aid treatment and/or transport to medical treatment, if required
- c) Securing the scene if necessary and safe to do so, and/or evacuating the area to prevent further risk of injury or damage.
- d) If appropriate, using the College's first aid office for the initial treatment of the injured person requiring first aid or emergency care at the College:
  - Where possible, the College first aid officer, or a member of staff with appropriate first aid training, will lead the initial treatment of the student until more specialised medical personnel are available.
  - The College first aid officer, or a member of staff with appropriate first aid training should determine whether it is appropriate to bring the injured person to the first aid office or directly to hospital by calling an ambulance after the initial assessment.
- e) Arranging for notifications as outlined below, and the injured person to be accompanied to hospital as follows:

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of overseas students, staff may accompany the student to the doctor or hospital.

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

- f) Reporting the incident using our online Injury and Incident Notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our First Aid Office as well as our



OHS Manager. The First Aid Office will immediately notify the relevant safety regulator if it is a Notifiable Incident.

## **8. First Aid procedure for emergency response**

If a person is seriously injured or ill, call an ambulance immediately on 000. Staff member or first responder must be ready to provide the following details:

- Your name
- Location
- Number of people involved, and
- Details of the medical emergency.

The First Aid Officer should be alerted as soon as possible. This can be done by sending a student to the First Aid Office with a note in their diary or a staff member makes contact via telephone to College emergency number ext. 222.

Staff must never leave the student alone or attempt to move them.

Emergency response will advise the Principal and delegate a staff member to escort or direct the ambulance/medical personnel to the site of the emergency and arrange for first aid to be provided in the interim.

### *Major Accident or Life-Threatening Situation:*

In any life-threatening situation, the welfare of the person is paramount and must be given immediate priority.

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of overseas students, staff may accompany the student to the doctor or hospital.

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

In all cases:

- The College will immediately advise the safety regulator where serious injury, death or a serious near miss occurs, as per notifiable incident requirements.
- The College will report hazards that may have led to the injury or illness using CompliSpace Assurance to ensure that an investigation occurs, and effective corrective measures are implemented.
- The College will secure the site for investigation if deemed necessary by the safety regulator.

### *Death of a Person on College Grounds*

In the case of the death of a person on College grounds, the first staff member on the scene who is not suffering an injury, is responsible for:

- Checking for immediate danger to themselves others
- Immediately contacting Emergency Services/Police 000
- Immediately arranging for first aid treatment if unsure if the person is dead. Continue to perform CPR until Emergency Services or Police arrive and instruct otherwise. If in any doubt as the death of the person, treat the accident as a Major Incident or Life-Threatening Situation until Emergency Services or Police arrive.
- If certain of death, the body should be covered but NOT touched. The immediate area should then be isolated with a staff member remaining with the deceased until emergency services arrive
- Arranging for notifications as follows:
  - a) If the injured person is a student, the student's parents/guardians must be notified as soon as practically possible.
  - b) If the injured person is a staff member, emergency contacts will be notified as soon as practically possible
  - c) If the injured person is a visitor to the College, depending on the age of the visitor, parents/guardians or emergency contacts will be notified as soon as practically possible
- Reporting the incident using our online Injury and Incident notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our First Aid Office as well as our OHS Manager. The First Aid Office will immediately notify the relevant safety regulator if it is a safety incident).

## **9. Accompanying students transported by emergency services**

Upon the Principal's discretion (or his delegate), a staff member may accompany a student transported by emergency services when one or more of the following applies:

- A parent/guardian/carer or emergency contact person cannot do so
- The age or development of the student justifies it
- The student chooses to be accompanied
- Alternative supervision for remaining students can be arranged

## **10. Accompanying students by private vehicle**

On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure that:

- The driver is not distracted
- The student can be constantly supervised

Where possible one of these adults is VIT accredited.

## **11. Accident and Incident Recording**

The College records all information relevant to the first aid management of an injury or illness. The

recording system on the College Administration System provides:

- The date and time of the incident
- Type of Incident
- Signs and symptoms observed by the first aid attendant
- A description of the incident and/or symptoms
- Care given
- Contact Parent/Guardian
- First Aider Name
- Whether the person returned to work/class, went home or was transferred to a doctor or hospital.

Reportable Incident Systems:

- CompliSpace Assurance (this will immediately alert our OHS Manager)
- WorkSafe Victoria
- CEVN (where the incident is logged in Assurance, a copy of the report can be emailed to ohs@macs.vic.edu.au)

In the event first aid is administered off campus, staff must record the details, contact the parent/guardian and advise the First Aid Officer as soon as possible.

All serious injuries and WorkSafe notifiable injuries are also recorded on the College's Assurance Site.

## 12. Administering Medication

The College has designated suitably trained First Aid Officers to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students. No Medication will be administered to students without the written permission of parents/guardians. Refer to the **Administration of Medication to Students Guidelines**.

## 13. Communication with parents/guardians

The College will ensure that parents/guardians of an injured or ill student are notified, so that they can make arrangements to collect the student. The First Aid Officer will also make certain that requests for updated first aid information will be sent home, including requests for any high-priority medical plans and forms, (eg Anaphylaxis, Asthma, Diabetes etc) and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Parents are contacted by phone/email and note when students present to first aid.

## 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 School First Aid Risk Assessment
<b>Superseded documents</b>	MACS First Aid Policy and Guidelines – v1.0 – 2021
<b>New policy</b>	