

First Aid Policy and Guidelines

St Joseph's College, Ferntree Gully



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



St Joseph's College
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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 a first aid risk assessment of the school:

First Aid Rooms

There are two fully equipped First Aid Rooms; one located on the Main Campus and one for Year 9 students at Valdocco Campus. Both have clear and prominent signage.

- Administration Area 9758 2000
- Valdocco Campus 9756 3168

Supervision is constant and conducted by First Aid trained personnel at both areas.

Facilities include:

- Storage for medicine, devices, equipment, dressings and action plans;
- Beds
- Recliner chairs
- Sink and hand washing facilities
- Signage and posters with first aid and hygiene information
- Screens for privacy
- PPE
- Cleaning equipment

First Aid Officers

Joseph's College has ensured that all school First Aid Officers have undergone recognised first aid training and maintains a registry of all First Aid Officers, listing first aid qualifications, date of course and renewal date.

Several teaching and school support staff have training in First Aid ranging from Level 1 to Level 3.

The school has assigned responsibility for the rooms to one designated Level 3 First Aid Officer and two Designated Level 2 Officers situated at various areas of the College.

The First Aid Training Register is maintained by a Level 3 First Aid Officer.

Administration and Distribution of Medication

A meeting is held with the parents of students who regularly take prescribed medication at school. At this meeting, the parents give clear written instructions about dosage and times the medication is to be administered.

Relevant teachers are made aware of the medical conditions of the students that may require immediate responses.

All student medication is clearly labelled and stored in a secure cupboard.

A list of medicating students is maintained and marked off by the First Aid Officer.

The student is observed taking the medication.

Students are not permitted to self-medicate away from Sick Bay under the direct observation of First Aid Staff.

The school has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

The following procedure is followed when a First Aid officer is authorised to administer specific medications to students:

- Written parental authorisation and/or directions must be given.
- Medication must be clearly labelled with the student's name, time the medication is to be administered and the dosage to be taken by the student
- Any medication to be given out must be recorded with the date, time and dosage given. The administering First Aid Officer must sign each entry.
- In the event that students with asthma do not bring their own inhaler, or that students with anaphylaxis does not have their own epi-pen, the College is equipped with a Spacer and a Ventolin Inhaler, as well as an epi-pen, in the First Aid Room and in the first aid carry bag that teachers carry whilst on yard duty and on excursions.
- Parents must be notified if a student requests a headache tablet (this ensures that parents are aware of the student's visit to sick bay on that particular day).

First Aid Staff must not administer analgesics such as Panadol unless it is prescribed by a doctor and given to the school in a clearly marked box with instructions, as per the law.

First Aid Kits

The school has provided the number of First Aid Kits required according to the number of staff and students at our school. Each department at the school has a well-equipped first aid kit and this location is identified with a suitable sign.

The school also has a number of First Aid Kits equipped with emergency first aid (Band-Aids, ice packs etc) for staff to take whilst on designated yard duties. These are hanging up in Student Reception.

There are two Emergency Asthma Kits: one for Valdocco and one for the main campus. There are also spacers to be used with ventolin inhalers, and staff are being trained by a member of the Asthma Foundation.

There are also autoinjectors.

When on excursions, anaphylactic students carry their own anaphylaxis action plan and autoinjector. In addition, the supervising teacher will have the student's backup autoinjector with them.

The First Aid Kits are maintained by the Level 2 and Level 3 First Aid Officers.

The location of First Aid Kits are as follows:

- Administration Area Fully equipped cupboard as well as portable
- (First Aid Room) kits/bum bags for staff to use whilst on yard duty
- Fully equipped Excursion First Aid Kits stored at Sick Bay
- Fully equipped Camp Excursion First Aid Kits stored at Sick Bay
- Art Room (Portable kit)
- Science/Lab Rooms (Portable kit)
- Technology Rooms (Portable kit)
- VCE Centre (Portable kit)
- Carrol Trade and Training Centre (Portable kit)
- Stadium (Portable kit)
- Valdocco First Aid Room Fully equipped cupboard, as well as portable kits for staff to use
- Valdocco Art Room (Portable kit)
- Valdocco Science/Lab (Portable kit)
- Food Technology Room (Portable kit)

Camps, excursions and school activities

For camps, supervising staff will be familiar with individual students' medical profiles via SIMON Medical Profile. Supervising staff will collect the required amount of Camp Excursion Kits and any individual student devices or devices (for example, autoinjectors).

A similar system is in place for excursions and school activities.

Staff attending designated Yard Duty should take a first aid kit with them while on duty.

Communication with parents/guardians

- The school's first aid related policies and procedures are available on the College Website;
- First aid advice is provided to students in the Student Diary;
- Upon enrolments parents are required to provide the College with the student's medical information via SIMON;

- Students who are diagnosed with conditions such as Asthma, Diabetes, Anaphylaxis will be required to provide Action Plans; the College first aid staff will consult with these families;
- Parents are required to update the medical information on a student’s SIMON profile every six months to ensure currency;
- Parents and Guardians will be contacted in the following circumstances:
 - In the case of flu or Covid-like symptoms, the student is isolated and parents contacted to arrange collection;
 - If a student is ill, parents are asked to pick up their son if possible. If parents cannot attend, their instructions are followed. This is recorded in the First Aid Register;
 - Parents are notified immediately if a student has injuries requiring stitches, eye injuries, suspected fractures, head injuries or back injuries and medical treatment is advised. This is recorded in the First Aid Register;
 - On some occasions the First Aid Officer may take the student to a doctor/hospital and meet the parent there.

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

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	