



St Mary's College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in St Mary's College to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

Scope

This policy applies to students, staff, families and others at St Mary's College.

Principles

The following principles underpin this policy:

- our school has a responsibility to ensure a safe working and learning for all members of school communities
- the principal and all staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the school.

Policy

St Mary's College is responsible for providing first aid assistance to students in the event of illness or a medical emergency.

First aid facilities

The principal ensures that first aid facilities are in place to meet the needs of staff, students and others in school environments and for school approved activities, including for off-site activities such as camps and excursions, and out of hours school events. The area has appropriate signage and is readily identified as the Health Centre.

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.

Sufficient staff will be trained under the provisions of the Occupational Health and Safety Act 2004 and as per DoE requirements: <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits> & <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/staff-first-aid-training> to ensure adequate provision of First Aid is based on the number of students, the activities being undertaken and the environment.

First aid kits

- location and contents of first aid kits

First Aid Kits

The College will provide 14 (minimum is 10, as per guidelines (<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/staff-first-aid-training>), 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. 3 (Mobile)
10. Primary - Rm. 8/9 (Mobile)
11. Primary Learning Centre - Rm. 3 (Fixed)
12. Food Technology - Rm. 26 A (Mobile)
13. Secondary Portable 2 (Mobile)
14. Performing Arts Rm. 24 (Mobile)

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.

- maintenance of first aid kits – role and responsibility

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

First Aid Kits will be checked and replenished regularly: minimum quarterly. Yard Duty kits are restocked fortnightly. A *First Aid Kits Contents Checklist*, 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, School map, Anaphylaxis & Asthma First Aid flowcharts, Anaphylactic students & staff will be attached to all mobile First Aid kits.

- procedures for 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 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 a Medication log for applicable students 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 sign against the applicable

student. The applicable student's medication log is saved to student's Medical Profile.

- procedures for yard duty and school approved activities.

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.
- 4 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.

First Aid Procedures (On-site)

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

- ✓ Staff to call College Emergency mobile **0474 859 219** 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 arrive.
- ✓ 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 staff and training

First aid officers provide initial care to injured students, staff or others in accordance with their level of training. They are not required to diagnose conditions or provide ongoing medical assistance.

The principal or their delegate will ensure that designated first aid officers and general staff have completed the recognised training. A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Where appropriate, a first aid officer will refer the ill or injured person to additional medical advice or assistance.

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

Training for anaphylaxis management is undertaken by all staff in the school.

The College will maintain a minimum of 8 First Aid Officers which correlates to the guidelines for 600 - 799 employees and students. 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:

Provide First Aid HLTAID011 Provide First Aid (includes CPR & is valid for 3 years).

All College staff will successfully complete:

1. 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).

The ASCIA e-training course is free and can be accessed on:

<https://etrainingvic.allergy.org.au/>

OR

22578VIC Management of Anaphylaxis. (valid for 3 years)

2. 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.
3. **HLTAID009** *Provide CPR* and required annually.

A register of all first aid training is kept in the school by the College Nurse. This document notes staff qualifications and renewal dates and is posted at every site where First Aid Kits are located and on all Occupational Health and Safety information boards.

See Appendix 1: St Mary's College First Aid Register.

Administration of First Aid

School staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency.

Our school staff who have been trained will administer first aid in accordance with their training.

Trained staff can provide basic first aid with [DRSABCD](#).

In a medical emergency, staff take emergency action and do not need to obtain parent/carer consent to do so. Staff contact Triple Zero "000" for emergency medical services at any time.

On each occasion where first aid is administered to a student with a minor injury or condition, our school staff will notify parents/guardians/carers by contact details available at school. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

School staff are to determine whether students presenting with infectious illnesses and their contacts require an [exclusion](#) period from school and abide by any minimum period in accordance with Department of Health.

Administration of First Aid for head injury

For students who have an impact to the head, suspected concussion, or observed concussion, our school staff can use Concussion Recognition Tool 6 to help identify a suspected concussion.

If a student demonstrates symptoms of a [moderate to severe head injury](#) (neck pain or tenderness, double vision, weakness or tingling/burning in arms or legs, severe or increasing headache, seizure or convulsion, loss of consciousness, deteriorating conscious state, vomiting, increasingly restless, agitated or combative), the school is to call an ambulance immediately. The school must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian/carer is asked to collect the student and have a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, our schools will act on medical advice where this is provided to support a return to school and associated activities including participation in sport. *A protocol to support student returning to school from a concussion e.g. a graduated return to school with a support plan is advised.*

Communication with parents /guardians / carers

The school requires parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents are requested to provide this information annually, prior to camps and excursions and if the child's medical condition changes since the information was provided.

Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with MACS policies for information recordkeeping, retention and disposal.

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 / carer of the student.

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

- Procedure for requesting medical information from parents / guardians / carers annually and prior to camps, excursions or other school approved activities

Parents/Carers are informed of how they can communicate any changes to the health care needs of their child through the enrolment policy, annual updates in SIMON, Student's Medical Profiles and regular reminders provided through the College newsletter (Marion), Program Support Group Meetings, Parent Teacher Meetings, Year level briefings, prior to camps & excursion notifications, PAM Sick pass (within SIMON) notifications and informal requests/updates via the College Nurse on: nurse@smseymour.catholic.edu.au

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

- Procedure for notifying parents after an incident, injury or when a student becomes ill at school

As per First Aid Procedures (On-site).

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are communicated as per St Mary's College Communication Plan.

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.

Related policies and documents

Supporting documents

First Aid Risk Assessment – Template for Schools

First Aid Form – School and Parent/Guardian/Carer Record – Template for Schools

School-based processes and guidelines

Sick Pass: SIMON

First Aider's Register

Related MACS policies and documents

Administration of Medication Policy

Anaphylaxis Policy

Excursion, Camps and Travel Policy

Medical Management Policy for MACS Schools

Resources

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](#)

[Department of Health – School Exclusion table](#)

[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](#)

[Asthma First Aid Poster](#)

[ASCIA First Aid Plan for Anaphylaxis](#)

[ASCIA Action Plan for Allergic Reactions](#)

[ASCIA Action Plan for Drug \(Medication\) Allergy](#)

[St John’s Ambulance First Aid fact sheets](#)

Legislation and standards

Education and Training Reform Regulations 2017 (Vic.)

Occupational Health and Safety Act 2004 (Vic.)

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