

Penola Catholic College 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 (ASCIA) 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

First aid provides the initial and immediate attention to a person suffering injury or illness and, 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. By law every workplace is required to provide appropriate first aid facilities.

Each Campus Office has First Aiders who can be contacted on:

- Broadmeadows Campus Office Emergency Number 0425 440 882
- Glenroy Campus Office Emergency Number 0425 440 883

DRSABCD Action Plan

In an emergency every second counts. The DRSABCD Action Plan is a seven step guide that will help save lives:

D check for DANGER:

- To you;
- To others; and
- To the casualty.

R check for RESPONSE:

- Ask name or squeeze shoulders; and
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response; or
- If there is no response, send for help.

S SEND for help:

- Call Triple Zero (000 or 112 on mobiles) for an ambulance or ask another person to make the call.

A check AIRWAY:

- Open mouth - if foreign material is present place the casualty in recovery position and clear airway with fingers; and
- Open airway by tilting head with chin lift.

B check for BREATHING:

- Look, listen and feel; and
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock; or
- Not normal breathing - start CPR.

C give CPR:

- If no signs of life (unconscious not breathing, not moving) - start CPR;
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR (if available):

- Follow voice prompts.

We have developed our first aid procedures based upon the number of employees we have, the location of our workplace, the nature of the hazards we have identified through our OHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains and fractures, shock, burns, and cardiac arrest.

First Aid Officers

According to the Victorian WorkSafe Compliance Code for First Aid in the Workplace there is no minimum or maximum number of first aid officers required in a workplace. It is up to the employer to determine what are appropriate first aid facilities and how many suitably trained people are required. In doing so, employers need to consider:

- The size and layout of the workplace;
- The number and distribution of employees, including shift arrangements, overtime and flexible

hours;

- The nature of the hazards and the severity of any risks;
- The location of the workplace; and
- Known occurrences of accidents or illnesses.

The Code suggests that any assessment will determine that at least one first aider is required.

We have appointed the following individuals as first aid officers:

- Glenroy Reception (Campus Office) – Nella Dalrymple, Administration
- Broadmeadows Campus Office – Chantell Lippelgoes, Administration
- Broadmeadows Reception – John Gribble, Property Manager
- Mannes House – Robert Dullard, Deputy Principal
- Teaching (Broadmeadows) – Jessica Mann, Teacher

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.

The first aid training register will be maintained electronically in Synergetic.

First Aid Kit

Penola Catholic College first aid kits can be found in the following locations on both Campuses:

- Campus Office
- Science / Laboratory Preparation Areas
- Technology
- Maintenance
- Physical Education (portable kit)
- Gym

First Aid kits are also in the glove box of the College vehicles and buses. These first aid kits will not contain an EpiPen or asthma inhaler (Ventolin). Portable First aid kits, which contain an EpiPen and asthma inhaler (Ventolin), will be available for all groups that leave the school on excursions. It is up to the organising staff member to ensure they collect a Portable First Aid Kit from the Campus Office.

Penola Catholic College maintain first aid kits in accordance with the following recommendations. First aid kits are checked after treatments and in any event on a regular basis by the first aid officers to ensure that their content complies with relevant legal regulations.

The WorkSafe Victoria Compliance Code for First Aid in the Workplace provides the following guidelines.

A basic first aid kit in the workplace needs to include:

- Emergency Services telephone numbers and addresses;
- Name and telephone number of workplace first aid personnel;
- Basic First Aid notes;
- Individually wrapped sterile adhesive dressing;

- Sterile eye pads (packet);
- 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;
- Rubber thread or crepe bandage;
- Tweezers;
- Scissors;
- Sterile saline solution;
- Disposable gloves;
- Plastic bags for disposal; and
- Suitable book for recording details of first aid provided.

The quantities of these items and contents of first aid kits which are required will depend on the individual workplace's requirements and the particular hazards present in the workplace. The Code of Practice suggests additional modules, such as eye modules, burn modules and remote areas modules where particular hazards are present.

First Aid Room

The First Aid / sick room is located at each Campus Office.

As Penola Catholic College has a combined total of 200 or more staff and students, it has a room set aside for staff or students who are ill or injured. This room should not be used for other purposes.

The room contains or has near access to the following:

- resuscitation mask
- work bench or dressing trolley
- cupboards for storing medicaments, dressings and linen
- a container for soiled dressing
- a sharps disposal system
- electric power points
- a couch with blankets and pillows
- signage indicating emergency telephone numbers
- signage indicating emergency first aid procedures
- a stretcher
- a first aid kit appropriate for the workplace
- an upright chair, desk and telephone
- basin with hot and cold running water

Procedures for Medical Treatment

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

If the person is mobile they are to go to the Campus Office, either accompanied by another person or on their own (depending on the situation) and report to the Campus Office staff for assistance.

If the person is unable to be moved the Campus Office is to be notified and assistance requested.

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling medical attention except in an extreme emergency. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the school. All accidents and injuries will be recorded on the Synergetic. It is the policy of the school that all injuries to the head are reported on Synergetic and parents/emergency contacts are contacted regarding the injury.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will depend on the nature of the activities, the number of students, staff and the location of the excursion.

Ambulance

At times of accidents or illness, the College may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource, which should not be used in a frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

Parents will be advised on enrolment of a child at the College that an ambulance will be called in an emergency, regardless of whether a family has ambulance insurance.

- All staff and families will be encouraged to be members of the ambulance service, with annual reminders and membership details being printed in the College newsletter.
- At times of accidents or illness, the First Aid trained staff member/s in attendance may confer with the Principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service.
- In doing so, the health and safety of the patient will be the only determining factor.
- Ambulance membership or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude.
- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- The Principal (or next most senior staff member available) should be notified when an ambulance has been called.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The College's administrative staff will ensure a Synergetic printout of a student or staff member's details will be available to ambulance officers upon arrival.
- *A familiar staff member will always accompany a student to the hospital if no family member is available.*
- *A familiar staff member will be required to accompany the staff member to hospital until the next of kin or emergency contact arrives. A College executive member will use their discretion in choosing who will accompany the staff member.*
- *The Principal will ensure that they are aware of the hospital that the patient is being transported to in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.*
- *The Principal and or an executive member must be notified if a staff member is taken to hospital and is admitted as an inpatient. This is required as a notification of an incident must be reported to Worksafe within 24 hours. (If the ambulance is called due to a serious injury in the workplace work safe investigators may visit and the site where the injury has occurred must not be touched.)*

A student who is injured in an accident at school or participating in an organised school activity off the College grounds will have their ambulance fees covered by the College's insurance. Staff who are injured at work will have the ambulance fees covered by the College work care insurer.

Storage and Distribution of Medication to Students

In the event that it is necessary to administer medication to a student, it is our policy that:

- staff do not administer minor analgesics such as paracetamol to students without written authorisation from the student's parent/guardian
- prescribed medication will only be administered where a student's parent/guardian has provided written permission to the College
- parents/guardians are responsible for keeping the College updated if their child's requirements for prescription medication change
- parents/guardians are responsible for providing the prescribed medication and collaborating with the College in organising arrangements for supply, administration and storage of the prescribed medication
- students must not carry medications unless there is a written agreement between the College and the student's parents/guardians that this is a planned part of the student's individual health care plan
- where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision
- the College provides appropriate first aid facilities
- the College employs First Aiders and ensures that teaching staff have appropriate first aid training.

Parents/guardians must notify the College of all medical conditions that may require the administration of prescription medication to their child during school hours.

Parents/guardians of students who require prescribed medication to be administered during school hours must notify the College of this requirement and work with the College to arrange for supply, administration and storage of the prescribed medication.

Where it is appropriate and safe to do so students can self-administer prescription medication under staff supervision.

Medical Information

It is our policy that:

- student medical information must be provided by parents/guardians on enrolment
- student medical records are updated regularly as advised by parents/guardians for incorrect, out-of-date, incomplete or misleading information
- student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure. This is detailed in the College Records Management policy.
- information regarding students' medical conditions is used by the College on an as needs basis to assist in the management of students ongoing health needs
- access to medical records may be provided to the parents/guardians upon request under certain conditions, depending on the age of the student.

At enrolment, parents/guardians are required to complete a student medical record form. These forms contain a privacy statement advising parents/guardians and students of the purpose of collection and situations where information will be disclosed.

Medical information collected includes details of a student's:

- immunisation history
- past medical/surgical history
- mental health
- asthma status

- allergies
- prescription medication
- dietary requirements
- specific medical conditions.

Emergency Assistance

In the event of serious injury where emergency medical assistance is required an ambulance should be called by dialling 000 (or 112 on mobiles).

Emergency contact details are provided below.

Contact	Address	Telephone
Police	n/a	000 (or 112 or mobiles)
Fire	n/a	000 (or 112 or mobiles)
Ambulance	n/a	000 (or 112 or mobiles)
General Medical Practice	Coolaroo Clinic 512 Barry Road Coolaroo VIC 3048	9309 7011
Emergency Medical Facility	Northern Health 35 Johnstone Street Broadmeadows VIC 3046	8345 5000

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	