

First Aid Plan – Workplace Template



1. Introduction

Penola Catholic 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).

2. Purpose

The *MACS First Aid Policy* and *MACS First Aid Procedure* establish the minimum first aid requirements for all MACS workplaces. To contextualise the first aid framework at Penola Catholic College, this school-level plan outlines the school's local first aid and infection control management to minimise the risk of injury and illness across its campuses based on its workplace size, layout, hazards and operational activities.

This plan serves as the local operational companion that documents specific and additional processes adopted by the school to give effect to MACS requirements in day-to-day practice. A management plan must be developed for each campus.

3. Scope

This plan applies to all staff, volunteers, students, parents and carers at Penola Catholic College and school approved activities, including the activities that take place offsite or out-of-hours.

4. First Aid package

4.1 First aid planning

How we provide and communicate our First Aid policies and procedure

- Where the First Aid policies and procedures are located (platforms/locations): My Penola – Human Resources – A Z Policies
- How families and the community are informed: enrolment information, annual updates, newsletters, parent portal
- Who updates these platforms: Office admin, IT support
- When updates occur: annually, as required
- How to request interpreting/translation services: contact campus office, College interpreter

4.2 Student medical information provided by parents and carers

Collecting and updating medical information

- How information is requested/submitted: Compass forms at enrolment, Ongoing through Compass – student profiles, annual review form,
- Who is responsible for requesting/updating: NCCD Health Administration Officer
- When are parents/carers asked to update: Enrolment, annual in Term 1, prior to camps/excursions, on change of condition

4.3 First aid requirements

Excursions, camps and travel

First aid coverage requirements

- FA Qualifications: HLTAID011 + annual CPR; anaphylaxis and asthma training
- Minimum number of staff required: at least one trained first aider per activity/vehicle/group

- Alternate/back-up arrangements: second trained staff member; relief arrangements if primary FAO unavailable

5. First aid roles and training

5.1 First Aid Officers

- Number of First Aid Officers: Every teacher is First Aid trained, including Campus Office staff
- Where are the first aid contacts published and how they are updated: All staff are First Aid trained, no contact list necessary
- Who updates the main first aid contacts: Alert system
- How often are they updated: Automatically

5.2 Additional staff training

- Which roles require additional training and why: staff supporting students with epilepsy or diabetes trained in condition-specific responses; wellbeing staff trained in mental health first aid for escalated student support

6. First aid room/First aid area

How we provide, manage and communicate access to our First Aid Room/Area

- What is the location of first aid room/area and how is it accessed: [insert location; e.g. located in Administration Building next to Reception; accessible to students/staff during school hours; clear pathway maintained; emergency services entry via Gate #]
- How are staff, students and visitors informed of the first aid room location: induction briefing; signage maps; student handbook; school tours
- What hours are the first aid room/area staffed: staffed 8am–4pm by Office admin
- What is the process for when the first aid room/area is unattended: Room always attended

Child safety and supervision in the first aid room

- How does the first aid room/area maintain child safety and supervision requirements: line-of-sight through door; second adult when privacy is required; open-door practice unless unsafe
- What escalation processes are followed when supervision cannot be maintained: call for additional staff; relocate to more visible space, if possible

Emergency access arrangements

- Where is the ambulance entry point: main entrance; signage visible; staff meet ambulance at gate
- What is the emergency contact/responders: Emergency services call

7. First aid kits and equipment

7.1 Number and location of first aid kits

First aid kit location and communication

- Number of first aid kits and location (inc. main and specialist areas): 14 First Aid Kits and 17 portable First Aid Kits

Location

Front Reception
 SJW – Metal
 SJW – Wood
 PAC
 ART/DESIGN x 2
 Campus Office
 Canteen

Commercial Kitchen/Food x 3

Gym

Science

Maintenance

Potable First Aid Kits Campus Office x 6

Portable First Aid Kits (back packs) PE x 6

Portable First Kits Company Vehicles x 5

- How are the locations of the first aid kits communicated to staff and volunteers:

Signage is displayed as per Australian Standards

Induction/Training/Mentoring

7.2 First aid kit contents

Tailored first aid kits are provided for the following areas:

- Physical education/sport: Portable kits located in PE Office
- Offsite/excursion or camp kits: Portable first aid kits for excursions and camps located in the Campus office

Vehicle kit management

- Location in vehicles: glove box
- How to locate them: intranet instructions

7.3 Additional first aid equipment

Automated external defibrillator (AED)

AED location(s):

Front Reception

Campus Office

ASH

PAC

Chapel

- How are AED location(s) communicated: induction briefings for CRTs and volunteers; map clear green AED signage; unobstructed path; visible from main corridor, map, induction and the College Learning Management System
- Who receives AED training and how often: First Aid Officers trained on use; refresher annually

Eye wash and shower facilities

- Where are eye wash or shower facilities located:

Science

Maintenance

Technology

Art

- How are eye wash and shower facilities locations communicated: signage above each unit; induction for students
- Where are Safety Data Sheets (SDS) for all hazardous chemicals located: Online MyPenola Hard Copies available in Science Prep Room & Maintenance Shed Office
- Which first aiders are trained in chemical exposure response: Science Prep Room Assistants

8. First aid response

8.1 Responding to medical emergency

- How are First Aid Officers contacted: Teams/phone
- How is post-incident information communicated to families: phone call same day
- How are staff briefed on emergency procedures and post-incident information-sharing: induction briefing; annual refresher

8.2 Student head injury and suspected concussion

- Where are CRT6 copies stored: First Aid Room; campus office
- How are parents/carers contacted when CRT6 is used: phone call immediately; written note sent home

8.3 Student feeling unwell

How parents/carers are contacted

- Preferred channels: phone
- Timeframe: Contact parents as soon as possible
- Escalation: Emergency contacts are phoned if parents cannot be contacted
- Pick-up arrangements: collection point at Campus office

8.4 Students with identified health care needs

Student health plans and medical documentation are located and managed per the following role:

Individual Anaphylaxis Management Plan (IAMP): The College Management System has all this information and is accessible by all staff. A visual display of students with anaphylaxis is also located in: Campus Offices/First Aid, ERC, Campus Reception, Canteen, Food Technology, Staff Rooms, and Science Rooms.

Asthma Action Plan: The College Management System has all this information and is accessible by all staff. A visual display of students with anaphylaxis is also located in: Campus Offices/First Aid, ERC, Campus Reception, Canteen, Food Technology, Staff Rooms, and Science Rooms.

Epilepsy Management Plan: The College Management System has all this information and is accessible by all staff. A visual display of students with anaphylaxis is also located in: Campus Offices/First Aid, ERC, Campus Reception, Canteen, Food Technology, Staff Rooms, and Science Rooms.

Diabetes Action Plan: The College Management System has all this information and is accessible by all staff. A visual display of students with anaphylaxis is also located in: Campus Offices/First Aid, ERC, Campus Reception, Canteen, Food Technology, Staff Rooms, and Science Rooms.

Medication Authority Form (MAF): Campus offices. /First Aid

Personal Care Advice Template Campus offices. /First Aid

Student Health Support Plan and Guidelines: Campus offices. /First Aid and with the Learning Diversity team and the College Nurse.

Personal Care Advice Template Campus offices. /First Aid and with the Learning Diversity team and The College Nurse.

9. Infection control response

- Infection control trained staff: Campus Office/First Aid
- PPE supply location: Campus Office/First Aid
- Restocking responsibilities: Campus Office/First Aid
- Biohazard/contaminated waste bin: Campus Office/First Aid
- Biohazard spill kit locations: Campus Office/First Aid and Science Lab Prep Room
- Contaminated waste bin: Campus Office/First Aid
- Maintenance/ disposal responsibilities: Safe disposal
- Sharps container/bin: Campus Office/First Aid
- Sharps bin locations: First Aid Room
- Maintenance/ disposal responsibilities: Campus Office/First Aid

10. First aid reporting and notification

Incident reporting workflow

- Which system is used: EMS 360
- Who enters the incident: Person reporting or OHS Compliance Officer
- What is the timeframe for entry: within 24 hours
- Who checks entries for accuracy/privacy before closing: OHS Compliance Officer

10.1 Student documentation and notification to parents and carers

Completion and handling of First Aid Forms (students)

- Who completes the form: First aid officer, Campus office staff
- Where the form is stored: student file, digital record, hardcopy
- How the form is delivered to parents/carers: email, digital platform

General parent/carer notification process

- How are parents/carers notified: phone, digital platform
- What is the timeframe for notifying parents: As soon as possible after student is triaged
- How is the process escalated: Emergency contacts are phoned if parents cannot be contacted
- Who is responsible: First Aid officer, Campus office staff

10.2 Staff notification

- Who do staff notify of injury or infection: Line Manager
- How do staff inform the role above: Form, email or verbal report

10.3 WorkSafe notifiable incidents

- Who assesses whether an incident is notifiable: Risk and Compliance Officer
- Who contacts WorkSafe: Risk and Compliance Officer
- Who forwards notices to the MACS HSW team: Risk and Compliance Officer

11. Definitions

Definitions of standard terms used in this Plan can be found in the [Glossary of Terms](#).

Concussion

Concussion is a brain injury resulting in a disturbance of brain function. It occurs through a collision with another person or object where biomechanical forces to the head, or anywhere on the body transmit an impulsive force to the head/brain.

First aid

The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. 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 aider

A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

First aid equipment

Includes first aid kits and other equipment used to treat injuries and illnesses.

First aid facilities

Includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

First Aid Officer

A person who has completed the appropriate first aid training and nominated by workplace management to act as the primary point of contact and escalation for first aid within the workplace.

Line of Sight

Adults should see or hear children as much as possible, minimising isolation by ensuring adults aren't alone with students and maintaining visibility in physical/online spaces to prevent harm.

MACS Workplace

A MACS workplace includes any location where MACS employees, students, contractors, volunteers or visitors undertake work, learning or school-approved activities. This includes MACS central and regional offices, MACS schools, MACS specialist schools operated by MACS subsidiaries (including MACSS), school boarding premises operated by MACS schools, and any offsite or out-of-hours activities that are approved by MACS or a MACS school.

School approved activities

Any academic, sporting, social or other activities for which students' attendance or participation is authorised or organised by the school.

12. Related policies and documents

Supporting documents

First Aid Procedure

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

First Aid Kit Contents Checklist

Related MACS policies and documents

Anaphylaxis Management Policy for MACS Schools

Excursion, Camps and Travel Policy

First Aid Policy

Health, Safety and Wellbeing Policy

Student Health Support Policy

13. Plan information table

Document owner	Principal
Related policy	First Aid Policy
Approving authority	Principal
Approval date	30 September 2026
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