



## Purpose

Melbourne Archdiocese Catholic Schools Ltd (MACS) and their school principals 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.

## Scope

These procedures apply to all employees, students and others in all schools governed and operated by MACS, including specialist schools established and operated through its subsidiary Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and school boarding premises operated by MACS schools.

## Procedures

The procedures for first aid in the school environment need to consider the requirements of risk assessments to inform the number and training of first aid officers, training of general staff, location of first aid, medication storage, and communication processes.

### 1. First aid risk assessment

1.1. A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the best location for first aid in the school
  - appropriate signage to be used
  - facilities to be provided
  - how supervision of the area will be provided.
- the number of first aid trained officers required
  - who are the first aid officers
  - what training will they receive
  - determine who will maintain the first aid training register
  - determine procedure for the storage and distribution of medication to students.
- the number of first aid kits, their location and contents
  - determine who will maintain the first aid kits
  - determine the procedure for camps and excursions
  - determine the procedure for yard duty and school activities

1.2. 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.

### 2. Communication with Parents, Guardians and/or Carers

2.1. The principal will determine communication procedures with parents/guardians/carers:

- Where the school's policies and procedures will be available to the school community
  - determine the procedures for contacting parents/guardians/carers after an incident or illness
  - determine the procedures for requesting medical information from parents/guardians/carers.

# Guidelines for First Aid Procedures

## 3. First aid risk assessment

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.

## 4. First aid officer considerations

- 4.1. 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.
- 4.2. It is the responsibility of the principal or their delegate to ensure that designated first aid officers have completed the recognised training. From the first aid risk assessment, the principal determines the level of first aid training to be undertaken and the number of first aid officers required in the school.
- 4.3. 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.

## 5. General first aid training for staff

- 5.1. The principal ensures there are adequate staff trained in first aid to meet the needs of the school environment and population.
- 5.2. All staff are to complete the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 each year.
- 5.3. 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.

- 5.4. 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.
- 5.5. A register of all first aid training is kept in the school by a person nominated by the principal.
- 5.6. Please refer to relevant supporting documents section for relevant first aid fact sheets and action plans to support first aid response.

## **6. Location of first aid**

- 6.1. 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.
- 6.2. 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.
- 6.3. The first aid room or area is in a location that can be always supervised by a staff member with first aid training. A locked cabinet for the storage of medication must be available in the facility, away from the first aid kit.

## **7. Administration of First Aid**

- 7.1. MACS school staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency.
- 7.2. Our school staff who have been trained in first aid 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/guardian/carer consent to do so. Staff contact Triple Zero "000" for emergency medical services at any time.
- 7.3. 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.
- 7.4. 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/guardians/carers or emergency contacts as soon as reasonably practical.
- 7.5. For MACS primary schools, 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, inform parents accordingly.

## **8. Administration of First Aid for head injury**

- 8.1. For students who have an impact to the head, suspected concussion, or observed concussion, staff can use [Concussion Recognition Tool 5](#) to help identify a suspected concussion.
- 8.2. If a student demonstrates symptoms associated with a [moderate to severe head injury symptoms](#) (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. If the Concussion Recognition Tool 5 is used, the school must contact the parent or carer about the injury, even if the symptoms resolve.
- 8.3. If a student has been diagnosed with a concussion/mild head injury, MACS schools may make reasonable adjustments and consider a graduated return to school informed by the treating medical practitioner as appropriate. Please refer to the Resources section for further information.

## 9. Medication administration and storage

- 9.1. The principal is responsible for the administration and storage of prescription and over-the-counter medication for students with appropriate authorisation through a Medication Authority Form. The principal or delegate ensures the correct administration and storage of medication through a medication administration log and medication storage log. Please refer to the Administration of Medication Policy for further information regarding medication administration and storage.
- 9.2. Medication such as aspirin and paracetamol will not be stored (or administered) for first aid purposes as these medications may mask symptoms of serious conditions. First aid officers should reference a student's relevant management/action plan and/or Medication Authority form when providing initial care.
- 9.3. In the event of a medication error, refer to the Administration of Medication Policy and the student's general or condition specific medical management/action plan. If a student has an allergic reaction to medication, please refer to the ASCIA Action Plan for Anaphylaxis.

## 10. Communication with Parents, Guardians and/or Carers

- 10.1. 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.
- 10.2. The school will request that parents/guardians/carers provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents/guardians/carers will be requested to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.
- 10.3. 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.
- 10.4. 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/guardian/carers cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

## Roles, responsibilities and reporting

| Role      | Responsibility   | Reporting requirement (if applicable)   |
|-----------|--|---|
| Principal | Ensure that all staff have the required first aid training         | Register of first aid training qualifications to be kept in the school  |
| Principal | Ensure publication of the school's First Aid policy and procedures | Annual attestation to the Executive Director  |
| Principal | Incidents and injuries   | Complete an OHS online report for any incident.<br>Retain record within the school and make copy of the record available to parent. |

## 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.

## **Melbourne Catholic Archdiocese Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### **MACS school or school**

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

### **Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)**

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

### **School approved activities**

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

### **School environment**

Any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

## **Related policies and documents**

### **Supporting documents**

First Aid Risk Assessment – Template for Schools

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

### **Related MACS policies and documents**

Administration of Medication Policy

Anaphylaxis Policy

First Aid Policy for MACS Schools

Medical Management Policy for MACS Schools

Medical Management Procedures for MACS Schools

OHS Policy – 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](#)

## Legislation and standards

*Occupational Health and Safety Act 2004 (Vic.)*

### Policy information table

|                                 |  |
|---------------------------------|--|
| <b>Responsible director</b>     | Director, Learning and Regional Services |
| <b>Procedure owner</b>          | General Manager, Learning Diversity      |
| <b>Approving authority</b>      | Director, Learning and Regional Services |
| <b>Assigned board committee</b> | N/A                                      |
| <b>Approval date</b>            | 17 August 2023                           |
| <b>Risk rating</b>              | High                                     |
| <b>Date of next review</b>      | March 2025                               |
| <b>Publication details</b>      | CEVN                                     |

| POLICY DATABASE INFORMATION |  |
|-----------------------------|--|
| <b>Assigned framework</b>   | Care, Safety and Welfare of Students     |
| <b>Related documents</b>    | Refer to Supporting Documents list above |
| <b>Superseded documents</b> |  |
| <b>New policy</b>           | New                                      |