

# First Aid Policy

## Introduction

As educators governed by Good Samaritan Education in the Order of St Benedict, we at Santa Maria College are a learning community committed to professional dialogue and capacity building for all. We are charged with the responsibility of leading in matters of Faith, Learning and Wellbeing through the framework of the One Community: Three Villages model. As a College committed to holistic learning, we aim to foster respectful relationships for all by nurturing an optimal learning environment. This occurs within partnerships where every student can flourish within the context of our Catholic community and imagine her life, and the lives of those around her, in new ways.

## Purpose

Santa Maria College strives to be a community 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 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 the College.

## 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 the College and for school approved activities, including off site activities such as camps and excursions, and out of hours College 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 the College.

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 College 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 (previously known as Level 2). 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**

A number of staff, including all first aiders, complete the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 each year.

All staff are to attend two briefings on anaphylaxis management conducted at the College by the anaphylaxis supervisors. In compliance with Ministerial Order 706. All College 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 College by the Compliance Leader, as 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 the College. The principal must ensure there are adequate staff trained in first aid to meet the needs of the College environment and population.

## **Location of first aid**

The location of our First Aid room must be known and easily accessible by the College 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 College'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 College's website, newsletters or online applications.

The College requests that 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 has changed.

An incident report will be completed when first aid is administered. This report will be kept at the College.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the College. When a parent cannot be contacted, the Principal or their delegate will contact the emergency contact nominated by the parent, guardian and/or carer.

## Procedures

### Policy compliance

From our first aid risk assessment of the College:

- We identified the best location for first aid in the College as the room attached to Student Services. It has access to the outside; the door can be open for ventilation; it can be accessed by a path from the main entrance car park; a toilet/bathroom is available opposite the First Aid room.
  - appropriate signage to be used - we have a metal First Aid sign outside the First Aid room.
  - facilities to be provided - we have 2 vinyl reclining chairs available for ill students. These chairs are durable and easily wiped between 'patients'
  - supervision of the area will be provided - we have 2 first-aid trained staff in the office outside the First Aid room; we have a glass wall between the office and the First Aid room.
- Identify the number of first aid trained officers required
  - the first aid officers are:
    - Student Services staff
      - Michelle Thomas - Primary First Aid officer
      - Rosanna Chiarelli
    - Reception staff as back-up
      - Dianne Abdo
    - Physical Education, Camps and Sports staff
      - Allie Kenny
      - Emily Holding
      - Chris Ryan
      - Moira Leavold
      - Annie Babarikas
      - Julia Green
      - Chris Doherty
      - Karen McCann
      - Georgia Jones
    - Science and Technology staff

- Sharon McSweeney, Food Technology
  - Nicole Lett, Food Technology
  - Fiona Parkin, Senior Science
  - Jessica Fanner, The Arts
  - Remote and overseas camps/excursions - all attending staff are required to obtain training prior to these camps
- They will receive the following training - HLTAID011 – Provide First Aid (previously known as Level 2)
- For College events after hours, we use the services of external First Aid service providers, Colbrow Medics or St John Ambulance. Services are booked by the Compliance Leader, in consultation with DP Operations.
- Compliance Leader will maintain the first aid training register
- Medication is stored in the First Aid room and the adjacent Student Services office. It is gathered and passed to responsible staff for off site excursions and camps, who return it to Student Services upon return.
- The number of first aid kits, their location and contents
  - We have a first aid kit for each Yard Duty location. The kits are stored in Student Services and are collected and returned by Yard Duty staff. The basic kits contain saline, bandaids, ventolin and a disposable spacer. The 2 yard duty locations furthest from the First Aid Room - i.e. Polding and the Oval - also contain an Epipen.
  - The Primary First Aid officer, Michelle Thomas, maintains the first aid kits
  - For camps and excursions, Student Services will gather first aid/medication for students attending the excursion/camp and pass on to the lead teacher. There is a general basic first aid kit supplied.
  - The following areas have a wall-mounted first aid kit:
    - Physical Education, Polding Centre
    - Food Technology, kitchen
    - Senior Science, Wardrop
    - MYP Science, Maesbury
    - Canteen
    - Student Services, First Aid room
  - The following areas have a wall-mounted Defibrillator
    - Student Services
    - Gathering Space, Benedictine Centre
    - Polding Centre
  - The procedure for yard duty and school activities are as follows:

- Yard Duty and classroom staff will provide basic services to injured or ill students and send them on to the First Aid room for further assessment
- Physical Education staff can provide more services to injured/ill students, e.g. apply ice to a swelling, elevate feet, etc., before needing to send students to the First Aid room for further assessment/treatment.
- Burns in the kitchen - staff can run cold water over burns. Cuts in the kitchen - staff can apply an antiseptic if necessary and apply a bandaid.
- Science - basic treatment for cuts, rinse eyes and skin. Science staff can pass on information to Student Services if a student has a chemical burn/injury.
- The College's policies and procedures be available to the school community via our website:
  - When a student presents to the First Aid room, they are questioned regarding how they feel and, if a short time resting is unlikely to result in the student being able to return to class, their parent/carer/guardian is contacted to collect the student.
  - To enable the College to fulfil its duty of care obligations, parents are required to provide relevant medical information to the College. This information must be updated if the information changes. Parents are reminded annually to update information, and are requested to review it before camps and excursions.

## 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

## Evaluation

- This policy will be reviewed in consultation with members of the wider community as part of the College's two-year review cycle of its child safety practices.
- Update of the policy will occur if any new requirements come to hand.

Responsible director	Principal
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Policy owner	Principal
Approving body/individual	Santa Maria College Board
Approval date	June 2023
Risk rating	High
Date of next review	June 2025