

# MACS 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 Room

- A **First Aid Room (Sick Bay)** will be available for use at all times located near the administration area.
- The First Aid Room will include a 'Buzzer', a red light to indicate when a child has been admitted, and a window to facilitate supervision
- A comprehensive supply of basic First Aid materials will be stored in a cupboard in the First Aid Room. We will follow Education Department Guidelines for stocking our **First Aid Room** and **First Aid Kits**
- A roster will ensure that two staff members with Level 2 First Aid Training supervise the First Aid Room
- A staff member will supervise any children requiring First Aid at all times

- The Wellbeing Leader will be responsible for the purchase and maintenance of First Aid supplies, First Aid Kits, Ice Packs and the general upkeep of the First Aid Room (Sick Bay)
- Staff have access to comprehensive first aid kits for excursions/camps and smaller kits to carry as well.
- All medication is to be signed out by staff when going off site and then signed in when returned to the Sick Bay.
- At the commencement of each year parents will be asked to provide updated medical plans for children with Asthma and Anaphylaxis and other medical needs.
- Medical plans and photos of children with special medical needs will be available in the First Aid Room.
- A training register of all staff members trained in Level 2 First Aid will be kept by the Wellbeing Leader
- Updates to any policies and procedures will be provided through the school's website, newsletters or online applications.

## Administering First Aid

- Staff may **only administer Medication** to children with the permission of parents or guardians, and in accord with our **Medication Policy**. Two staff members must be present to administer medication and photo identification of the child must be sighted prior to administration.
- Parents of all children who receive First Aid treatment will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. A copy of the incident form will also be kept at school.
- Teachers will ensure that children are aware of how to report an injury or illness. All classrooms will have basic first aid kits available to them. i.e band aids
- For more serious injuries or illnesses, staff must contact parents/guardians by phone. Staff will report all head injuries to parents, by phone and/or in person.
- For parents with an EAL background, special care is to be taken to communicate clearly in cases of suspected concussion or any other serious injury or condition: Refer to telephone Interpreter Service if necessary: **13 14 50**
- In serious circumstances, teachers may call an Ambulance (000), Nurse On Call (1300 60 60 24) or a local doctor 93933900. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- To reduce the spread of illness, staff will phone parents of sick children and ask that they be picked up as soon as possible.
- PPE (Personal Protective Equipment) is available for staff to use should there be the need for protection.
- Staff must exercise great care with blood spills and bodily fluids. Disposal of blood spills etc. must follow the hygiene guidelines provided by **health.vic**, a copy of which is provided in the First Aid Room .

## First Aid on Yard Duty, Camps Excursions

- Teachers on yard duty will carry a **Mini-First Aid kit** with basic supplies for minor injuries.
- All school camps will have at least three staff members who are trained in First Aid.
- All children attending camps or excursions will have provided a signed medical form or electronic version providing contact numbers, medical details, and authorisation to contact a doctor or ambulance should instances arise where their child requires treatment. Teachers will take copies of the signed medical forms/electronic versions with them on camps and excursions.

- Staff will all have access to medical information and contact numbers via the *Operoo* app on their mobile phones for emergencies when off-site.
- A comprehensive First Aid Kit will accompany all camps and excursions, along with mobile phones and small first aid kits for teachers to carry.
- Staff supervising children with Asthma must carry and have access to the child's Ventolin and a spacer at all times.
- Staff supervising children with Anaphylaxis must carry and have access to the child's appropriate Epipen at all times.
- In case of an emergency outside the school, teachers will negotiate amongst themselves as to the most appropriate course of action.