

# 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.

## 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 HLTAID003 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 must be completed each year. St Brigid's adheres to these guidelines for minimum training requirements.

### **General first aid training for staff**

All staff complete the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 each year.

All staff 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 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 is 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.

At St Brigid's adjacent to the school office is a designated medical room for treatment, sickness and administering of first aid during the school day.

## **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.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In school In the event of an accident involving a child, it is our policy to always notify parent/carers of their child's accident if it is considered to be serious (more than minor injury) there has been an injury to the head (a head bump sticker is given to the child) the accident requires attendance at hospital

No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. NO other medication should be given by anyone, with the exception of Paracetamol if prior parental consent has been given and is provided by the parent.

## Procedures

### Policy compliance

St Brigid's Primary School will ensure that the First Aid room includes:

A current register of children with a medical condition and a plan of action as advised by the parent/guardian should this condition cause discomfort for the child.

A current register of medication dose and administration as advised by the parent/guardian of a student with a medical condition (either chronic or acute); and A current list of contact details of all students in the school.

The first aider will always call an ambulance on the following occasions:

- In the event of a serious injury In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information:

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

Students who are injured or sick in the classroom or on the playground:

- The teacher will determine the seriousness of the injury or illness.

### Record Keeping

All accidents requiring treatment are recorded in the accident book.

The top white copy is sent home with the child. Any accidents requiring hospital treatment are reported MACS.

### First Aid out of school on excursions or trips

In the event of children needing first aid on school trips:

All staff have first aid packs and mobile phones with them. The first aider deals with minor ailments. For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of the excursion. Any accident or incident is reported back at school and an accident form filled in as soon as possible.

### If First Aid is required at school

- The student will be taken with adult supervision to the First Aid room.
- The First Aid staff member will determine the appropriate course of action, including emergency medical assistance if required.
- The First Aid staff member will check the child’s medical form for allergies and other treatment advice.
- The First Aid staff member will inform the class teacher if a child is to remain in the First Aid room after recess/lunchtime for an extended period. In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency. In serious cases, parents will always be informed as quickly as possible of their child’s condition and of the actions taken by the school. It is the policy of the school that parents are contacted regarding all head, face, neck or back injuries.

The administration staff will attend to any child who is ill or injured during class time and will keep the class teacher informed. The staff member on First Aid duty will record the nature of the issue/injury for every student who attends the First Aid room. This information is recorded in the Sick Bay Register/Book. The original of this record is sent home via the student and the duplicate remains in the register/book in the First Aid room. The staff member on First Aid duty will ensure any serious incidents/accidents are recorded onto an Incident Register Form and the Incident Register System. s

Staff are kept up to date with First Aid, anaphylaxis and CPR training as outlined in the First Aid guidelines for schools. A register is maintained by a staff member of all staff and their current certificates.

### **Defibrillator**

There is a defibrillator located in the school office. This is for school use and is also available to those who use our facilities. All staff members have received training on the use of the defibrillator. Although any member of staff is able to use the defibrillator as the machine talks through the process when activated.