



# First Aid Policy



Emmaus 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).

## Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in the College to ensure adequate first aid provision for students, staff and others in the College environment and when engaged in College approved activities.

## Scope

This policy applies to students, staff, families and others at the College.

## Principles

The following principles underpin this policy:

- our College has a responsibility to ensure safe working and learning for all members of College communities.
- the College Principal and all staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the College.

## Policy

The College is responsible for providing first aid assistance to students in the event of illness or a medical emergency.

## First aid facilities

The College Principal ensures that first aid facilities are in place to meet the needs of staff, students and others in the College environments and for College approved activities, including off-site activities such as camps and excursions, and out-of-hours College events. Each campus at the College, has a dedicated facility, displaying the appropriate signage, which identifies this facility as the First Aid Office. Information about those students, who have a diagnosed medical condition is stored at the First Aid office also.

At the Vermont South campus, the first aid office is attended by a College Nurse and a first aid officer during operating hours.

The Burwood campus is attended by first aid officers during operating hours.

The first aid rooms store extra general adrenaline injectors, asthma spacers, and other general medical accessories and provide a respite facility while students wait for collection.

Satellite anaphylaxis kits are located at various spots on each campus eg. Food rooms, and the sports stadiums.

Sufficient staff must be trained under the provisions of the *Occupational Health and Safety Act 2004* (Vic.) to ensure adequate provision of first aid, based on the number of students in the College or engaged in the activities, the activities being undertaken and the College environment.

## First aid kits

All first aid kits are stored at the first aid office.

The kits are maintained and prepared by the College Nurse/first aid officer for College activities.

## First aid staff and training

First aid officers provide initial care to injured students, staff or others in accordance with their level of training. When the injury occurs on College grounds, the College Nurse is the first respondent where possible. All first aid officers are not required to diagnose conditions or provide ongoing medical assistance.

The College Principal or their delegate will ensure that designated first aid officers and general staff have completed the recognised training. A first aid officer with current first aid qualifications will respond and assist an ill or injured person.

Where appropriate, a first aid officer will refer the ill or injured person for additional medical advice or assistance.

Additional staff with relevant training are available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Training for anaphylaxis management is undertaken by all College staff.

A register of all first aid training is kept in the College by the College Nurse and the Human Resources Manager. The register includes the first aid officer's name, date of first aid training and level or aspect of the first aid training.

## Administration of First Aid

College staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency.

College staff, who have been trained, 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/carer consent to do so. Staff contact Triple Zero "000" for emergency medical services at any time.

On each occasion where first aid is administered to a student with a minor injury or condition, our College staff will notify parents/guardians/carers by contact details available at the College. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, College staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

## Administration of First Aid for Head Injury

For students, who have an impact to the head, suspected concussion, or observed concussion, our College staff can use [\[Concussion Recognition Tool 5 or recognised tool/app as chosen by the school\]](#) and the [Head Trauma Management Plan](#) to help identify a suspected concussion.

If a student demonstrates symptoms of a [moderate to severe head injury](#) (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 College is to call an ambulance immediately. If the [\[Concussion Recognition Tool 5 or recognised tool/app as chosen by the school\]](#) is used, the College must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian/carer is asked to collect the student and have a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, our College will act on medical advice where this is provided to support a return to College and associated activities including participation in sport. Refer to the College [Head Trauma Management Plan](#) for College procedures.

## Communication with parents/guardians/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 will request that parents, guardians and/or carers provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. The College will request parents/guardians/carers to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.

The College will complete an incident report when first aid is administered. This report is kept at the College against the student's records.

Parents/guardians/carers must be notified as soon as possible if required to collect an ill or injured student from the College. When a parent/guardians/carer cannot be contacted, the College Nurse or First Aid Officer will contact the emergency contact nominated by the parent/guardians/carer.

This policy and other College policies and procedures for the distribution of medication and management of students with medical conditions are published on the College website.

## 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.

## Related policies and documents

### Supporting documents

First Aid Risk Assessment – Template for Schools

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

### Related MACS policies and documents

Administration of Medication Policy

Anaphylaxis Policy

Excursion, Camps and Travel Policy

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 table](#)

[Head Trauma Management Plan](#)

[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](#)

[St John’s Ambulance First Aid fact sheets](#)

## Legislation and standards

*Education and Training Reform Regulations 2017 (Vic.)*

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

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