

First Aid Policy

RATIONALE

Emmanuel College is committed to providing a safe working and learning environment and has a duty of care towards the first aid needs of students and staff at school and on approved school activities. This policy aims to establish clear guidelines and procedures for the management of first aid requirements and treatment of injuries and illness as reasonably practicable.

SCOPE

This policy relates to all students and staff.

DEFINITIONS

First aid: refers to the immediate and temporary assistance provided to an injured or ill individual before professional medical help arrives. First aid includes techniques and measures to preserve life, prevent further harm, and promote recovery.

First aid officer: a designated staff member who has received appropriate training in first aid, including CPR and basic first aid techniques. A first aid officer is responsible for administering first aid within the school premises and on approved school activities and for ensuring the availability of first aid resources.

First aid kit: a collection of essential medical supplies and equipment used to provide immediate care for injuries or illnesses. A first aid kit should be well-stocked, easily accessible, and regularly checked and replenished.

POLICY STATEMENT

The College acknowledges its responsibility as a registered school under the Education and Training Reform Act 2006 to implement policy and procedures for the management of first aid at the school and on approved school activities.

GUIDING PRINCIPLES

1. The College will provide basic first aid treatment and infection control measures. Expert advice or advanced medical treatment is the role of emergency services, medical practitioners, and the government health authorities.
2. The [DET first aid guidelines](#) for students and staff will be used as a resource to assist the College with meeting its duty of care and other legislative and mandatory requirements.
3. The CECV first aid guidelines should also be used as a reference point for a summary of information and risk assessment templates and checklists.
4. This policy should be read in conjunction with the Anaphylaxis Management Policy and [Asthma Guidelines for Australian Schools](#).
5. The [Concussion Recognition Tool](#) is recommended to help identify any incidents of suspected concussion, however it is not designed to diagnose concussion.
6. The [Department of Health's school exclusion table](#) will be used as a guide for infectious diseases cases and contacts.
7. Communicable diseases will be dealt with in line with the [Department of Health](#) requirements.
8. Medical information for students is recorded on Operoo and SIMON and parents/guardians are expected to maintain up-to-date profiles for their child/ren. By law, the privacy and confidentiality of this information must be maintained.

IMPLEMENTATION GUIDELINES

The College Management Team have the overall responsibility for establishing and implementing procedures for managing and responding to first aid incidents, including ensuring that appropriate first aid resources, equipment, and facilities are available and regularly maintained, and for providing sufficient training and support to staff for administering first aid.

First aid risk assessment

The College Management Team must assess the first aid requirements of the school by completing a first aid risk assessment annually in consultation with the delegated Health and Safety Representatives (HSRs) and relevant staff.

The assessment must consider any high-risk areas, nature of hazards, previous incidents and injuries, any authorised after-hours programs, school leased or owned vehicles, nature and location of school excursions and camps, size and layout of the school and location in terms of proximity to medical facilities, and the number of campuses, students, and staff.

First aid training

The College Management Team will ensure all staff complete recognised first aid training that meets the requirements of *Provide First Aid HLTAID011* and the annual refresher *Provide Cardiopulmonary Resuscitation (CPR) HLTAID009*. All staff trained undertake the role of a first aid officer.

All staff will undertake the Anaphylaxis e-training course delivered by the Australasian Society of Clinical Immunology and Allergy (ASCI) at least once every two years. The course is free of charge for all Victorian school staff and can be accessed at <https://etrainingvic.allergy.org.au/>

Records of first aid training are to be kept and maintained by the College Organiser and HR Director.

First aid rooms/sick bays

First aid rooms/sick bays are located at the McAuley and Rice campus offices and accessible to injured persons. They should be well-lit, ventilated, and clearly identified with appropriate signage, and have close at hand first aid supplies and a defibrillator.

The following items are minimum requirements for each first aid room/sick bay:

- personal protective equipment (eye protection, gloves, apron/gown)
- resuscitation mask
- electric power points
- sharps disposal system
- biohazard waste container/sanitary waste bin
- work bench or dressing trolley
- storage cupboards
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- blankets and pillows
- an upright chair
- desk, telephone, and CCTV linked to the College Office
- list of emergency telephone numbers
- signage for emergency first aid procedures
- adrenaline autoinjectors for general use

First aid kits

The first aid risk assessment will assist with determining the number of first aid kits and contents required for the school community. The locations for first aid kits, ventilon, defibrillators, and adrenaline autoinjectors are listed in Appendix 1.

First aid kits and contents are sourced from an approved provider and contents are reviewed and restocked on an ongoing basis through the College Office. The [St John Ambulance first aid kit contents list](#) should be used as a guide for stocking first aid kits. The [Concussion Recognition Tool](#) should also be included in each first aid kit.

Automatic external defibrillators

Defibrillators are life-saving devices that send an electric pulse or shock to the heart to restore a normal heartbeat. Where possible, a defibrillator should be used to help those experiencing sudden cardiac arrest.

Defibrillators are located throughout the school as listed in Appendix 1, and their function, batteries, and pads are checked routinely and after each use. Staff undertake annual refresher training on the correct use of a defibrillator.

Administration of medication

Staff are not permitted to store or administer any non-prescribed medications, including paracetamol and aspirin, as they can mask signs and symptoms of serious illness or injury. A student must not be allowed to take the first dose of a new medication at school in case of an allergic reaction. This must be done under the supervision of the family or medical practitioner.

The use of medication by anyone other than the prescribed student is not permitted, unless there is a life-threatening emergency, such as if a student is having an asthma attack and their ventilon puffer is not readily available, one should be obtained and given without delay.

Written consent and advice from parents/guardians and medical practitioners must be documented in Operoo and SIMON for the administration of medication to a student. This information must include the name of the medication, instructions for administering the medication, and medical action plan where relevant. Medication must be stored securely and according to packet instructions.

The strategies listed under the Medical Administration tab of the CECV first aid guidelines will be adopted for the administration of medication to students. All medication administered must be recorded in SIMON and in the log book in the first aid room/sick bay where relevant. Staff are responsible for carrying and dispensing their own medication, prescribed or over the counter.

General first aid procedures

Staff must only apply first aid in line with their skills and level of training. First aid basics can be found at the [Better Health Channel](#). The DRSABCD action plan should be followed to assess if a person has a life-threatening condition or requires immediate first aid.

Danger: check for danger and ensure the area is safe before assisting an injured person.

Response: check for response and if the person is conscious by asking their name, touching their hand, or squeezing their shoulder.

Send for help: call triple zero 000 for an ambulance or ask a bystander to make the call.

Airway: open the person's mouth and check for any foreign material.

Breathing: check if the person is breathing by looking, listening, and feeling.

CPR: commence CPR if the person is unconscious and not breathing by giving 30 chest compressions followed by two breaths.

Defibrillator: use a defibrillator as soon as available.

In the event of a medical emergency, staff must take immediate action without waiting for parent/guardian consent. Delays in these circumstances could compromise safety. This may include the use of an ambulance and it is the responsibility of parents/guardians to cover this cost or to have ambulance insurance.

Concussion

Head impacts can be associated with serious and potentially fatal brain injuries. The [Concussion Recognition Tool](#) can be used to assist with identifying suspected concussion following a head injury or knock to the head. The tool is not designed to diagnose concussion and an ambulance must be called for urgent medical assessment if there are any red flags observed, including loss of consciousness, severe or increasing headache, double-vision, vomiting, neck pain, or weakness or tingling/burning in arms or legs.

If a student experiences a concussion outside school hours, parents/guardians are expected to report this to the College Office and any associated restrictions and timelines. Students will not be permitted to participate in Health/PE classes after a concussion until medical clearance is provided to the school. The Royal Children's Hospital provide further information on [returning to school and sport after a head injury](#).

Student medical conditions

Students who are unwell should not attend school. If a student becomes unwell at school, they may be directed to the first aid room/sick bay for assessment and treatment. Depending on the nature of their symptoms, staff may contact parents/guardians or an emergency contact person to ask them to collect the student.

Parents/guardians are required to report any health concerns or incidents promptly to the school via the College Office. This includes medical information where injuries, illnesses, or diseases require specific interventions. Care instructions for students with identified health conditions, such as Anaphylaxis and Asthma, must be documented in a medical action plan and recorded in a Personal Learning Plan (PLP) and on Operoo and SIMON.

Posters displaying students on medical action plans for Anaphylaxis, Coeliac, Diabetes, Epilepsy, and other medical conditions are distributed to staff and uploaded on SIMON under School Links, Student Medication Information. The posters are reviewed and updated regularly by the College Office, along with a register saved in the Officed Shared Drive recording follow up expiry dates of medical action plans, ventolin, adrenaline injectors, and other first aid equipment.

Infection and prevention control

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. Contaminated waste, such as dressings, wipes, and cleaning cloths, should be disposed of in appropriate waste containers, bags, and bins. Sharps containers are located in first aid rooms or sick bays for the disposal of sharps. The [CECV](#) and [DET](#) guidelines provide further information on infection and prevention control.

Record keeping

When first aid treatment has been administered to a student or staff member the treatment is to be recorded. All near misses, incidents and accidents are to be reported on EMS360 and investigated as required by the designated work group Health and Safety Representative (HSR) or the College Management Team. Any care provided to unwell students or medication administered must be recorded in SIMON and in the log book in the first aid room/sick bay where relevant.

For incidents that are deemed notifiable to WorkSafe, an [Incident Notification Form](#) must be completed within 48 hours of notification to WorkSafe. The [WorkSafe Flowchart](#) provides further details.

When relevant, counselling should be offered to affected staff through the [Converge](#), the College's Employee Assistance Program.

POLICY REVIEW

This policy will be reviewed on an annual basis by the College Management Team.

RELATED DOCUMENTS/LINKS

Appendix 1 – Locations for Defibrillators, Epipens, First Aid Kits, and Ventolin

[Department of Education First Aid for Students and Staff](#)

[CECV First Aid Guidelines](#)

[CECV First Aid Risk Assessment](#)

[St John Ambulance first aid kit contents list](#)

[Department of Health school exclusion table](#)

[Department of Health communicable diseases requirements](#)

[Royal Children's Hospital guidelines on returning to school and sport after a head injury](#)

[ASCIA Anaphylaxis e-training course](#)

[Anaphylaxis Management Policy](#)

[Asthma Guidelines for Australian Schools](#)

[Concussion Recognition Tool](#)

[Better Health Channel first aid basics](#)

[WorkSafe Incident Notification Form](#)

[MEL Workplace Health and Safety Policy](#)

[Duty of Care Policy](#)

[Camps and Excursions Policy](#)

[Operoo and SIMON Student Profiles](#)

[EMS 360 Incident reporting](#)

[Office Shared Drive Medical Action Plan Register](#)

REVIEW HISTORY

Version	Date released	Next review	Author	Approved
1.0	July 2023	July 2024	Director of HR Principal's Assistant	College Leadership Team

Locations for:

DEFIBRILLATORS, EPIPENS, FIRST AID KITS & VENTILON

DEFIBRILLATOR locations
Emmanuel bus
Goold building staff office
McAuley campus staffroom
Rice campus office
Emmanuel Centre first aid room
The STAGE

EPIPEN locations
Emmanuel Bus
Goold building staffroom – generic devices
McAuley campus office – generic devices
Rice campus office – generic devices
Emmanuel Centre first aid room
All PE staff
Library work room
Food tech areas at McAuley and Rice campuses
Students have their own EpiPen kept at each campus office

FIRST AID KIT & VENTILON locations
Emmanuel Bus
Goold building staff office
McAuley campus staffroom
Rice campus office
Emmanuel Centre first aid room
PE staff
The STAGE
Maintenance sheds
Food tech areas at McAuley and Rice campuses
Science rooms at McAuley and Rice campuses