

# 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.

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

All staff are to complete the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 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 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**

Campus Leaders have responsibility for convening and monitoring the delivery of first aid in the College.

All College staff have Qualifications in Level 2 First Aid, Anaphylaxis, Asthma & CPR.

The school has allocated the following location as the designated first aid room and first aid officer

<b><u>Campus</u></b>	<b><u>Location</u></b>	<b><u>Designated First Aid Officer</u></b>	<b><u>Contact Ext</u></b>
SPC	Front Reception	SPC Receptionist	110
NDC	Student Services	NDC Student Services Officer	401

The First Aid Officer is required to:

- supervise the entry and exit of students to the sick bay.
- Inform the House Leader, and Campus Leader for serious incidents.
- Contact parents if necessary
- Record details on SEQTA
- Inform House Leader & CL of patterns of attendance that may be of concern

The First Aid Officer also monitors the level of supplies and condition of the sick bay and informs the Campus Leader of any action that needs to be taken.

In the case of a female student at St Paul's Campus requiring access to a first aid room on days of Joint Provision or excursions – the room between administration and the Principals office has a portable stretcher bed available for female students to lay. The designated First Aid Officer will monitor this room as required. T

Two first aid rooms – male and female are located in the Student Services area of the Administration Building at the Notre Dame Campus, under the supervision of the designated First Aid Officer.

#### **First Aid Kits**

First Aid kits are kept with the designated first aid officer.

#### **Students and Medication**

Many students attending school need medication to control illnesses such as asthma and epilepsy; and conditions causing hyperactive behaviour. Each student who has a medical condition or illness should have an individual written management plan which is included in his file and recorded in a first aid file held by the first aid officer. This management plan should include details of:

- The usual treatment needed by the student at school or on school activities.
- The medical treatment and action needed if the student's condition deteriorates.
- The name, address and telephone numbers for an emergency contact and the student's doctor.
- If ongoing use of medication is required, the parents are issued with an 'Medication Authority Form'

This information will be collected in January each year when personal details are confirmed for all students. The parent should notify any changes to this plan. If any staff member becomes aware of any change in a student's management plan they should inform the Campus Leader so that contact can be made with the parents and any details updated accordingly.

In some cases, this information should be available to all staff and should be circulated appropriately.

Any medication to be administered on Camps must be provided in original containers.

#### **Distribution of Medication**

Once the 'Medication Authority Form' is received students requiring medication report to the first

aid office at the front office at designated times to receive their medication. Details are recorded in the sick bay register in the normal manner. Where possible, first aid officer will follow-up with students on regular medication who forget to attend.

### **Collection of Information**

Parents who identify any medical condition on enrolment form will be provided with appropriate Health Management Form for more detailed information on condition & management. Data entered into Synergetic. Original filed in student file.

List of student medical conditions generated for all staff with photo, details & treatment. Serious conditions identified as Red Alert students. Specific information and/or training outlined to teachers as necessary. This data is updated annually or when changes are notified by parents.

Photos of students with potentially life threatening conditions are available in the staff lounge & canteen (in folder). Process of recording information is:

1. Save the plan to the O Drive
2. Upload the plan to the students profile on SEQTA
3. Laminate a copy for the Staff Rooms & Canteen.
4. Parents provide medication for the student at the commencement of a management plan.
5. Make sure the plan is uploaded to Operoo by the parents

Parents are reminded to update any changes to medical conditions as relevant.

### **Operoo – Medical Information**

The College takes the health and safety of its students very seriously and has adopted the health and safety application of Operoo.

Operoo is an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It's an electronic version of the paper based forms you're always having to fill in for excursions, camps etc. It provides parents the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided by you.

The college uses the Operoo app in the best interest of the students whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

Users can use a PC, laptop, tablet or smartphone to enter the details including:

- emergency contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents
- contact details
- medical contacts
- and more...

Parents/guardians will receive an invitation to join Operoo and enter details for their child/children.

Parents/guardians create their own free Operoo account and control all data about their child/children. The Operoo system stores the information on their behalf and they will be able to grant access to this data with Emmanuel College. Parents/guardians will be able to share this data with any other group or individual they choose.

From the College's perspective, this information will only be visible by the relevant staff for your

child and will be managed in accordance with the Privacy Act.

## Camps

While staff have Level 2 qualifications, a nominated first aider will be responsible for collating medical requirements of students and overseeing the distribution of medication on camp.

The nominated admin secretary at each campus (SPC – Attendance officer. NDC – Admin Secretary) is responsible for collating the medical information of students and drawing up a timetable for medical call. As medical forms are collected on Care Monkey and information is collated into log book. It is important to clarify anything that is unclear or incomplete with parents.

All staff are responsible for the administration or minor first aid that occurs on camps eg scratches, cuts etc

On the day of departure for camp, the first aider should collect all medication and ensure that all medications are handed in by all students. Identify any medication is required during the day while traveling and keep aside to administer at appropriate time. At camp all students should be made fully aware of who is the nominated first aider is, and where and when they should attend for treatment/medication. All treatment/medication should be recorded in the daily register and checked against the master timetable.

Students requiring medication not listed on care monkey will be requested to hand in to the allocated first aid officer prior to departure on camp. The first aid office will enter in the camp medical log book ensuring accurate requirements of distribution of all medication.

At strategic times ie before and after meal times – the designated first aid officer will announce to the student body the need for those requiring medication to report to the first aid room as required. In the event that a student fails/forgets to attend for agreed medication, the first aid officer will make contact with the student to ensure all medication is administered.

On the occasion that precautionary medication be required at the request of a student ie Hay Fever, the first aid officer will remind students at key times that they are to report to the first aid officer to request this as needed as agreed to by parents prior to the camp departure.

All treatment given to students is to be written up in the medical log. On return to school this log is given to the office to be filed with the school records and is archived with the year's records in the normal manner at the end of each year.

The camp organizer will confirm with the venue what first aid facilities are on site and the number of first aid kits taken by the school will be prepared accordingly. Where activities are outsourced it must be confirmed with the provider that they have a first aid policy and provide the necessary first aid materials. If the provider does not have a first aid kit available and the College cannot provide then this activity is not to be undertaken.

A large general first aid kit will be taken to all camps. In addition to this there must be available smaller College kits that are taken to each activity, where relevant. Hiker kits have been purchased for this purpose. These kits will be replenished from the main kit when items are used.