

# Loyola College

## First Aid Guidelines



Loyola 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

### 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** is 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 (ASCI) 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 available upon request 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.

## **IMPLEMENTATION**

### **Loyola College will:**

- Ensure that legislative requirements for First Aid are complied with.
- Administer First Aid to students, staff, or visitors in a timely and competent manner.
- Communicate student health problems that arise at the College to parents and when appropriate, to staff.
- Assist in the management of ongoing student health issues.
- Provide supplies and facilities to cater for administering First Aid.
- Encourage students to take responsibility (where possible) for their own health issues (if information is provided by and supported by parents). Students are not permitted to contact parents prior to presenting to First Aid.

- Provide designated staff members who are responsible for the administration of First Aid throughout the College.
- Provide up to date information to students, parents, and staff about First Aid practices/procedures.
- Provide ongoing training to all staff in the administration of the EpiPen.
- Offer training to all staff to provide ongoing skills to administer basic life support in the case of critical injury.
- Provide procedures for the recording of all data on the student database for future reference with major incidents being reported to Worksafe.
- Monitor hazards within the College to ensure that the First Aid Service is equipped to deal with injury that may come about from these hazards.
- Maintain the compliant number of staff members with Provide First Aid and Provide Advanced First Aid qualifications.
- Maintain a registry of all First Aid Officers on the LMS, including First Aid qualifications and renewal dates.
- Establish training needs by identifying potential causes of injury and illness and the range of individual medical conditions, such as anaphylaxis, asthma, diabetes, epilepsy, haemophilia, etc

Note: Additional training is facilitated to manage anaphylaxis and asthma. Anaphylaxis management and training meet the requirements of Ministerial Order 706.

#### **The First Aid Coordinator will:**

- Hold current, appropriate First Aid qualifications – the minimum acceptable level of training for First Aid Officers for workplaces is the senior First Aid Certificate (Provide First Aid and Provide Advanced First Aid qualifications) or its competency based equivalent HLTAID003.
- Apply First Aid.
- Provide emergency treatment (within their level of training and competence) and support to ill/injured students, staff and others.
- Adhere to appropriate infection control practices during provision of First Aid and in the disposal of First Aid waste.
- Ring an ambulance and coordinate the ambulance response where necessary.
- Record First Aid administered on Synergetic (Consent2Go)
- Forward injury reports to the DP Students and DP Staff and Operations for matters which require an ambulance or serious injury.
- In conjunction with the Professional Development Coordinator, ensure the names and contact details of current First Aid Officers are clearly displayed.
- Ensure the College First Aid equipment is functional and that it meets compliance standards.
- Ensure EpiPens are kept up to date.
- Act as a verifier for staff who complete the online anaphylaxis training.
- Supervise the administering of medication where appropriate.
- Update and prepare First Aid kits as required with consideration to the activities and hazards that could result in an injury or illness.
- Check and replace the battery in each of the defibrillators as required

#### **The First Aid Room will:**

- Be clearly identified – a white cross on a green background.
- Be designated specifically for First Aid purposes.
- Be located to provide easy access to ill/injured persons.
- Be stocked with the required contents.
- Be well illuminated and ventilated.
- Have easy access for an ambulance.
- Have easy access to toilets.

- Have emergency telephone numbers prominently displayed.
- Have a list of First Aid Officer(s) names and contact numbers clearly displayed.
- Have the location made aware to all staff, students and others.
- The First Aid room must not be used for any other purpose.

### **Record keeping**

The First Aid Coordinator will keep records of all injuries/illnesses and any First Aid treatments provided. All medical records are kept on Synergetic (Consent2Go)

### **Incident Reports should include:**

- the date, time and place of illness/injury
- names and addresses of people injured and any witnesses
- nature of the injury
- subsequent action and treatment involved
- details of the first aid officer making the report

### **Camps, Co-curricular Activities and Excursions / Overseas trips**

- Additional requirements are in place when students and staff leave the College campus on excursions or camps.
- The Camp/Excursion Coordinator is required to ensure a compliant number of First Aid Kits are booked prior to the outing.
- On camp, there is to be at least one staff member with Level 2 First Aid training.
- The Camp/Excursion Coordinator reserves the right to call an ambulance or seek further medical assistance as deemed necessary at the expense of the Parents/Guardians.
- A copy of current individual Anaphylaxis Management Plans for relevant students is to be supplied by the First Aid Coordinator prior to camp.
- Staff are required to sight and check the expiry date of the EpiPen of any student with anaphylaxis before they leave the College grounds for camps/excursions/sporting activities. Staff must ensure that the student carries the EpiPen on their person, particularly when travelling on the College bus. The EpiPen must not be in the hold.
- Should an injury be incurred, or medical incident take place on camp, co-curricular activity or excursion, the organizing staff member is to complete an Accident/Incident report and forward copies to the DP Staff & Operations, DP Students and First Aid Coordinator.

### **Additional First Aid Requirements**

- Eye wash facilities are provided in any area (e.g. science laboratories, food technology areas, maintenance workshops) where there is a risk of serious burns to the eyes or a large area of the body or face.
- Automated External Defibrillators (AED) have been placed in the following locations:
  - First Aid Room
  - MPAC Kitchen
  - Companions Hall Kitchen
  - Tony Chirico Staff Centre
- Generic EpiPen's can be found in the following locations:
  - First Aid Room
  - Reception
  - Food Technology Kitchen
  - MPAC Staff Photocopying Room
  - Sport's Assistant's Office.
  - Cardoner 86

- Asthma Kits have been placed in the following locations:
  - Food Technology Kitchen
  - Reception
  - Sport Assistant's Office
  - First Aid Room

### Infectious diseases

Infectious diseases can have a significant impact on schools through absenteeism and the interruption of learning in the College environment. The College promotes hygiene practises which limit the spread of infection such as effective hand washing and social distancing.

If a student or staff member becomes unwell with a suspected infectious disease:

- Immediate medical care is administered
- The Staff Member or student is sent home as soon as is possible. Should a student be affected, the student is transferred to the care of a parent/guardian as soon as possible.
- The Principal or Principal's delegate notifies the Department of Health (DHHS) once confirmed by a parent/guardian.
- The member of staff who has been informed of an infectious disease/condition notifies the DP Students if a student or the Deputy Principal Staff and Operations if a staff member, who then ensure this information is communicated to the parents/guardians of the relevant year level
- In the event of a pandemic, the College will follow the guidelines provided by the DHHS, and Catholic Education Melbourne.

## First Aid templates

First Aid Template: First Aid Risk Assessment

First Aid Template: First Aid Incident Form

First Aid Template: First Aid Procedures at your school

## External References

[Compliance code: First aid in the workplace](#)

[CECV First aid risk assessment checklist](#)

- First Aid Risk Assessment Checklist (Work safe)
- Ministerial Order 706
- First Aid in the workplace (WorkSafe)
- Reporting Notifiable Incidents (WorkSafe)
- Guide to Incident Notification (WorkSafe)
- Infectious Diseases minimum periods of exclusion table (Department of Health)

## Related documents

Loyola College Sharps Policy

Loyola College Blood Spills Policy

Loyola College Asthma Policy

Loyola College Anaphylaxis Policy

Loyola College Ambulance Protocols