Melbourne Archdiocese Catholic Schools

First Aid Policy for MACS Schools

Purpose

This policy sets out the actions and resources required in Melbourne Archdiocese Catholic Schools Ltd (MACS) schools to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

Scope

This policy applies in MACS schools, including specialist schools established and operated through its subsidiary Melbourne Archdiocese Catholic Specialist Schools (MACSS) and school boarding premises operated by MACS schools. It covers school approved activities, including those activities that take place off-site or out of school hours.

Principles

The following principles underpin this policy:

- MACS has a responsibility to ensure schools provide safe work and learning environments for all members of school communities
- principals and all staff have a duty of care to all students and to ensure the provision of adequate facilities and the resources supports this in each school.

Policy

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

Arrangements for ill students

Staff who have been trained in first aid will administer first aid in accordance with their training. In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.

For first aid provided for a minor injury or condition, MACS school staff will notify parents/guardians/carers by contact details available at school. If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

Primary school staff are to determine whether students presenting with infectious illnesses and their contacts require an exclusion period from school and abide by any minimum period in accordance with Department of Health.

First aid facilities

First aid facilities that meet the needs of staff, students and others must be in place in MACS schools and for school approved activities, including for off-site activities such as camps and excursions, and out of hours school events.

The principal ensures that the location of the first aid room is known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. The first aid facilities should be in an area that can be supervised by trained staff members, with a locked cabinet for the storage of medication away from the first aid kit in the facility.

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.

Please refer to supporting documentation section for the First Aid Risk Assessment Checklist. The first aid risk assessment is to be reviewed regularly to ensure that the first aid resources and staff training in the school continue to meet the needs of the community.

Medication such as aspirin and paracetamol will not be stored or administered for first aid purposes as these medications may mask symptoms of serious conditions.

First aid training

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

It is the responsibility of the principal or their delegate to ensure that designated first aid officers and general staff have completed the recognised training. A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person. A 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 principal in each school must ensure that a register of all first aid training is maintained in the school.

Training for management of other medical conditions

In addition to first aid training, anaphylaxis management training will be undertaken by all staff in schools. Please refer to the Anaphylaxis Policy for further information.

Training in the management of asthma should be undertaken every three years. A first aid risk assessment is used to identify the minimum first aid requirements for a school.

Recordkeeping

The school must maintain records of student medical conditions and the management of these in a register that is always accessible, including during emergency management.

Records of incidents, injuries and first aid treatment are to be documented. An incident report will be completed when first aid is administered. Records are to be retained within the school and in line with MACS policies for information recordkeeping, retention and disposal.

The principal or delegate ensures that up-to-date 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. Parents/guardians/carers are required to provide the school with the student's up-to-date medical information.

MACS schools are required use the approved MACS template to document their first aid policy and procedures. These procedures must be contextualised for the school environment.

MACS schools are to use the First Aid Risk Assessment template to record and review the first aid facilities, resources, training, and procedures in the school.

Communication with parents / guardians /carers

The principal will request parents provide up-to-date and accurate medical information about their children at least annually or whenever a child's medical condition has changed since the information was provided. Information will also be requested prior to camps and excursions.

Parents will be notified by the school of any incidents and injuries that occur in school environments or during school activities.

Principals are to ensure the school's first aid and related policies and procedures are publicly available to the school community. Schools are to refer to relevant supporting documents section for relevant first aid fact sheets and action plans to support first aid response.

Roles, responsibilities and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Ensure that all staff have the required first aid training	Register of first aid training qualifications to be kept in the school
	Ensure publication of the school's First Aid Policy and procedures	Annual attestation to the Executive Director
	Incidents and injuries	Complete an OHS online report for any incident Retain record within the school and make copy of the record available to parent

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.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and/or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Registered medical/health practitioner

A person registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

School approved activities

Any academic, sporting, social or other activities for which students' attendance or participation is authorised or organised by the school.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation,

delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

Related policies and documents

Supporting documents

First Aid Policy – Template for Schools
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 for MACS Schools
Anaphylaxis Policy for MACS Schools
Excursions, Camps and Travel Policy for MACS Schools
Medical Management Policy 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 periods for primary schools
Department of Health – School Exclusion table
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

Occupational Health and Safety Act 2004 (Vic.)

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Child Safety and Risk Management
Approval date	October 2023
Risk rating	High
Date of next review	March 2025
Publication details	CEVN, school website

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Supporting documents	Refer to supporting documents listed above
Superseded documents	First Aid Policy and Guidelines – Schools – v1.0 – 2021 First Aid Policy and Guidelines – Schools – v2.0 – 2022
New policy	