

### Purpose

MACS Specialist Schools Ltd (MACSS), 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 MACSS.

### 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. It is St Mary's College policy that all staff will maintain current first aid qualifications.

Additional training for anaphylaxis management will be undertaken by all staff in schools.

St Mary's College for the deaf (St Mary's College) is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, regardless of whether they are on-

site or off-site. This policy also takes into account the shared environment with each partner school that hosts St Mary's College.

## First Aid Risk Assessment

A first aid risk assessment of St Mary's College and the partner school is conducted to identify the minimum first aid requirements for each campus and will specifically include identification of the location designated for first aid in each partner school including:

- ensuring appropriate signage is used
- visiting the facility to check St Mary's College student medical information is available and up-to-date
- checking the first aid officer or nurse are familiar with the procedures for supervising and treating a St Mary's student (including awareness of the Head of Campus name and contact details)
- ascertains the number of first aid trained officers required in addition to those available through the partner school, noting that all St Mary's College staff must have current first aid qualifications.
- the number, location and contents of first aid kits.

Additionally, the risk assessment will include consideration of:

- 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.

The risk assessment is 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.

As part of the review of the Operational Guidelines, the Head of Campus will ascertain the names and locations of first aid officers and Anaphylaxis supervisors from each partner school. The guidelines will be updated and made available to St Mary's First Aid Officers and staff and any changes to the first aid or anaphylaxis trained staff at St Mary's College is communicated to the partner school and updated in their Operational Guidelines and communicated to their staff. The Guidelines are reviewed annually and updated as needed in between. The partner school reciprocates.

The Head of Campus is responsible for ensuring that medication is recorded and provided to the staff member on duty at the first aid room of the partner school.

As members of the combined school community yard supervision roster, St Mary's College teachers are familiar with and follow the first aid policies and procedures as published by each partner school.

## **First Aid Officers**

Most staff at St Mary's College are trained in First Aid. A designated First Aid Officer is established at for each campus. St Mary's College current First Aid Officers are listed in the campus first aid risk assessment conducted at a minimum of once per year. For 2022, First Aid Officers are:

- Sunbury: Sonal Vashisht
- South Morang: Nicole Barrow
- Ringwood: Angela Maclean
- Dandenong: Sally Dane
- Tarneit: Simon O'Neill
- Wantirna South: Corinne Cribbin

## **First aid officer training**

It is the responsibility of the principal or Deputy Principal Staff Wellbeing and Development 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. The register is maintained by Deputy Principal, Staff Wellbeing and Development (Staff).

## **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. St Mary's College campus staff and students within our secondary campuses also have access to a qualified nurse employed by each partner school at those sites.

## **Location of first aid**

It has been determined that a first aid room is not required in St Mary's College campus spaces or administration office given the adequate and well supplied facilities as offered by the host school at those sites. One central location also provides ease of accessibility to the multiple spaces used by the

school community in those locations and the integrated nature of response to illness and injury. It also becomes more accessible to emergency services and readily identifiable with appropriate signage. This room is not used for any other purpose and will be well-lit and ventilated.

St Mary's College works with the partner school to be satisfied that the first aid room or area is 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. Details of the location of the first aid facility and first aid kits within each partner school as well as details of first aid supplies are recorded for each campus as part of the First Aid Risk Assessment for that site.

The first aid facility is equipped by each partner school in accordance with the Worksafe compliance code: First aid in the workplace. The St Mary's College Administration Officer is responsible for the purchase and maintenance of first-aid supplies & kits located in the St Mary's College building.

If it is not possible to provide a first aid room due to the location of the incident or presentation, 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. Details of the location of the first aid facility and first aid kits within each partner school as well as details of first aid supplies are recorded for each campus as part of the First Aid Risk Assessment for that site.

### **Register of first aid training**

St Mary's College understands the importance of providing initial care of ill/injured staff, students, and others by delivering first aid care in accordance with approved training and where appropriate, referring the ill/injured person for additional medical advice.

St Mary's College ensures that there are adequate staff trained in first aid at St Mary's College, and the partner school, who can assist ill/injured students, staff, and others. A register of all trained first aid staff is maintained by the Deputy Principal, Staff, and course details and completion entered against each staff member on their Personal Record Card. This will be updated at the conclusion of each training opportunity by the Deputy Principal (Staff). Certificates of completion will be filed in staff personal files.

All St Mary's College staff will be invited to participate in in Cardiopulmonary Resuscitation (CPR) HLTAID001 and first aid training annually as offered through each partner school to their staff. The St Mary's College Deputy Principal Staff maintains a record of training and arranges external training for any staff unable to complete training offered through each partner school.

### **First aid requirements for staff**

It is the responsibility of the principal or Deputy Principal Staff 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.

Names and contact details of current first aid officers should be clearly displayed

## **Arrangements for Ill Students**

St Mary's College has a duty of care to students who are unwell at school or are injured while at school.

St Mary's College has a duty of care to ensure that if a student becomes unwell or is injured during the school day, they can be appropriately assessed, cared for and treated in a timely and competent manner. St Mary's College students who become ill or injured are provided for within the broader community of the school hosting each campus in recognition of the breadth of staff and facilities available at those sites. Aligning the First Aid procedures of the partner school with the St Mary's College campus also ensures a clear understanding of any actions required in response to an illness or injury for students and staff of both schools.

St Mary's College students and staff have access to the specific First Aid procedures and locations of First Aid rooms of each partner school through student handbooks, staff guidelines and policies and processes. These are made available to staff through both St Mary's College and each partner school's electronic management system and updated annually in the Operational Guidelines document. Students will be treated as outlined Appendix 1: Procedures for Illness/Injury

## Administering Medication

### Parent/Carer Responsibilities

Parents of students who require prescribed medication to be administered during college hours must notify the college of this requirement and collaborate with the college in working out arrangements for supply, administration and storage of the prescribed medication.

The following safety procedures shall be followed when dealing with the administration of medication:

### Student Plan (Medication)

A Plan should be developed for each student who is required to take regular prescription medication during college hours. The plan should specify agreed arrangements for supply, administration and storage of the prescribed medication.

The medication plan shall be stored appropriately and updated regularly and communicated to relevant staff of both schools in a confidential manner. Each staff member will fulfil their agreed roles as documented in a student's PSG minutes or on a medication administration template uploaded to Operoo and SIMON and the college shall inform parents as soon as possible of concerns regarding a student's health care should they arise.

### Self Administration

Where it is appropriate and safe to do so Year 5 to 12 students should self-administer prescription medication under staff supervision.

### Staff Administration

Where prescription medication is administered by staff:

- The act of administering the medication should be undertaken in the office of the college nurse, if possible;
- The college nurse, or another staff member with first aid training, should be primarily responsible for administering the medication;
- When the College Nurse is unavailable, two staff members should be present when medication is administered, one with primary responsibility and one as an observer;
- The staff member with primary responsibility shall select the student's medication and appropriate dosage from the locked medication cupboard;
- The observer is responsible for confirming the name on the packaging and that the correct medication dosage is to be given to the student;

- The staff member with primary responsibility should record the student's name, medication and dosage in a Health Centre Log book as used by the partner school trained staff and sign their name; and
- The observer should witness the entry confirming the fact that the appropriate medication and dosage have been given to the right student.

### **Maintenance of Medical Records**

Parents are requested to notify the college of all medical conditions that may require the administration of prescription medication during college hours.

Student medical records are maintained in accordance with our Student Medical Records Policy and Procedure which includes a provision to ensure that St Mary's College and our partner schools are regularly updated as to the status of existing medical conditions.

St Mary's College has established a close working arrangement with each partner school first aid officer and/or nursing staff. The St Mary's Administration Officer is in regular contact with those designated staff to provide updated medical information and also receive digital and hardcopy records of all information relevant to the first aid management of an injury or illness. These digital records are recorded and accessible through (ICON). Hard copy records are maintained and secured by the Administration Officer.

## **First Aid Procedures: Camps & Excursions**

St Mary's staff organising camps and excursions are expected to notify the Administration Officer and First Aid Officer at least two weeks prior to the event. The Administration Officer prepares the First Aid kits for camps/excursions including making additional adjustments necessary for children with specific medical conditions based on the medical information provided by parents/caregivers.

The Principal nominates one staff member (a Safety Officer) attending the camp/excursion to be responsible for providing first-aid and dispensing medication if required. Medication will only be dispensed by the nominated staff member, except in the event of an emergency. This staff member will record all details of any treatment or medication provided. These records will be provided to the Administration Officer to update school records once the activity has concluded. This staff member will ensure that copies of medical records are taken on the camp/excursion.

The Principal will nominate one staff member to be in charge of a camp/excursion. This staff member is responsible for ensuring that a copy of the school's Emergency Management Plan & Procedures is taken on the camp/excursion and that this is easily accessible by any staff member attending. All adults attending a camp/excursion are expected to follow all reasonable directions of the activity leader in the event of an emergency or medical situation.

Prior to the camp/excursion, the event leader will meet with all the adults attending, including any volunteers, to clarify and review roles and procedures in the event of an emergency. This will note which staff member is nominated to contact the emergency services and/or parents/caregivers.

Once the event has concluded, the staff member nominated to be responsible for First Aid will return all first aid kits and other items to the Medical Officer noting if any items have been used so that these can be replaced.

For camps and excursions organized by one of our partner schools where a St Mary's student will be attending, the Head of Campus will be invited to be part of the partner school planning group, ensuring relevant specific medical conditions and information of the St Mary's student is factored into any planning.

## Communication with Parents, Guardians and/or Carers

Information about St Mary's College 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 hearing or medical condition has changed through Operoo notifications.

Parents, guardians and/or carers are 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.

In the event of an incident or illness, parents, guardians and/or carers will be notified in writing (incident note) of any minor incidents. Incidents requiring treatment, medication or of a more significant nature (including bumps to the head for students with cochlear implants) will be communicated to parents, guardians and/or carers by phone by the Head of Campus.

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 are required to provide up-to-date and accurate medical information about students, including information about conditions such as anaphylaxis, asthma and diabetes. They are requested to provide this information annually, prior to camps and excursions and if the child's hearing or medical condition has changed through Operoo notifications.

## Remote Learning/Lockdown

St Mary's College implements safety measures if the school is required to operate according to restrictions as a result of a pandemic or other critical situation. These additional safety measures will be guided by advice from the Victorian Department of Health and from MACS as the governing authority.

We will take reasonable measures to protect the health of our students, staff and parents, for example, using Personal Protective Equipment (PPE) when administering first-aid or ensuring 1.5m physical distancing between adults within the school.

## Appendices

Appendix 1: Arrangements for illness/injury

Appendix 2: Student Medication Guidelines

## 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](#)

## Appendix 1: Arrangements for Illness/Injuries

Students may present themselves at the First Aid room of the partner school or be escorted by a staff member or other student (depending on age and time of day). If the student is injured, the staff member supervising the students is to render first aid and assess the severity of the condition. If an ambulance is required, the staff member is to send a message to the Administration Office to call emergency services. The staff member is not to leave the injured student.

- If a student becomes unwell or is injured during the school day, they attend the host school first aid facility for care.
- Teachers from either school on yard duty may treat minor injuries using the first aid kit and PPE provided. Teachers on yard duty will need to assess if further treatment is required and whether to move the patient or call for assistance
- In the event of a student requiring additional first aid and it is safe for them to move, the student may be sent to the first aid facility for further assessment. Another student or staff member must accompany the patient to the first aid facility
- The school nurse or first aid officer on duty must provide care, record the visit/treatment/incident details in the partner school First Aid register. This will include:
  - Assessing obvious signs of injury – bleeding, swelling
  - Assessing symptoms of illness - vomiting, pallor, breathing difficulties.
  - Checking records of pre-existing conditions which could be causing the illness.
  - Ensuring the student is comforted and settled in the First Aid room. Following some rest and water, they may be able to return to their classrooms.
- A copy of any school and parent record forms completed by the nurse or first aid officer is provided to St Mary's College Administration Officer for our records.
- If a student is unable to return to scheduled classes, the school Nurse will contact St Mary's students' parents to make arrangements to collect their child and the St Mary's College Head of Campus by phone or in person.
- The student is kept comfortable in the first aid room while waiting to be collected by their parent.
- Parents will always be called in the following circumstances:
  - If the student appears to have a contagious illness that requires exclusion from school
  - When it is determined that a child is too ill to participate in the activities of the class
  - Displays signs of illness including lethargy, pale skin, spots or rash, sleepiness, high temperature, vomiting, shivering, signs of distress etc.
  - When there has been a knock to the head
  - When the student has been unconscious for any period of time
  - When the student has had a fall and is unable to move any part of their body
  - When the student has recently returned to school after a major illness or operation and is not feeling well at school

In a medical emergency, staff of either school will take emergency action and call "000" for assistance. Ill or injured St Mary's College students at all campuses report to the First Aid facility of the partner school.

Specific procedures for First Aid Treatment are directed by the procedures for treatment of the partner school providing the facility, following first aid best practice in the context of those particular locations.



## Appendix 2: Student Medication Guidelines

In the event that it is necessary to administer medication to a student, it is our policy that:

- When the partner school nurse is unavailable, two staff members should be present when medication is administered, one with primary responsibility and one as an observer. The staff members may be from St Mary's College or the partner school.
- The staff member with primary responsibility shall select the student's medication and appropriate dosage from the locked medication cupboard;
- The observer is responsible for confirming the name on the packaging and that the correct medication dosage is to be given to the student;
- The staff member with primary responsibility should record the student's name, medication and dosage in a Health Centre Log book as used by the partner school trained staff and sign their name; and
- The observer witnesses the entry confirming the fact that the appropriate medication and dosage have been given to the right student.
- Staff do not administer minor analgesics such as paracetamol to students without the authorisation from the student's parent/carer;
- Prescribed medication will only be administered where a student's parent/carer has provided written permission to the college;
- Parents/carers are responsible for keeping St Mary's College updated if the requirement for prescription medication changes;
- Parents/carers are responsible for providing the prescribed medication and to collaborate with St Mary's College in working out arrangements for supply, administration and storage of the prescribed medication;
- Students must not carry medications unless there is agreement between St Mary's College and the student's parents/carers. If this is agreed, St Mary's College will inform the partner school;
- Where it is appropriate and safe to do so, students in years 5 to 12 should self-administer prescription medication under staff supervision;
- St Mary's College shall ensure appropriate access to first aid facilities located within each partner school; and
- ensure access to a partner school College Nurse (excluding Wantirna South campus) and ensure that teaching staff have appropriate first aid training.
- St Mary's College shall ensure students at Wantirna South have access to appropriately trained staff first aid staff (in accordance with the Wantirna South First Aid Treatment Policy).