



FIRST AID

Policy

“God’s work will never be finished; and from God health spreads over all the earth.” (Sir 38:8b)

1. PURPOSE

The College Mission statement calls us to embrace opportunities and act with energy. Our Lady of Sion College has a responsibility to provide a safe work environment for all members of our College 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 receive immediate and adequate treatment.

This policy is aligned with the First Aid Policy for Melbourne Archdiocese Catholic Schools (MACS). The policy sets out the actions and resources required at Our Lady of Sion College to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

2. SCOPE

This policy applies to students, staff, families and others at Our Lady of Sion College.

3. PRINCIPLES

The following principles underpin this policy are that Our Lady of Sion College:

- has a responsibility to ensure a safe working and learning environment for all members of school communities.
- is responsible for providing first aid assistance to students in the event of illness or a medical emergency.
- staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the school.

4. POLICY

4.1 First aid facilities

The Principal ensures that first aid facilities are in place to meet the needs of staff, students and others in school environments and for school approved activities, including for off-site activities such as camps and excursions, and out of hours school events.

The location of the Health Centre will 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 is well-lit and ventilated. The Health Centre is equipped in accordance with the Worksafe compliance code: First aid in the workplace.



If it is not possible to provide a Health Centre, such as on an outdoor excursion or education camp, 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 Health Centre or area is in a location that can be supervised by a staff member with first aid training at all times.

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 in the school or engaged in the activities, the activities being undertaken and the school environment. At Our Lady of Sion College all staff are required to undertake and maintain first aid training, unless exempt by the Principal.

4.2 First Aid Risk Assessment

A first aid risk assessment will be undertaken to assess the minimum first aid requirements for a school. This will consider:

- 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 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.

4.3 First Aid Kits

First Aid kits are located in the College:

- Health Centre (With all prescribed Adrenaline Autoinjectors)
- Science Prep Room - RD 3.05
- Food technology classroom - room 19
- Art Hub - RD 2.12
- Louise Humann Centre - Staff Office
- Dot's Cafe
- Veritas Learning Centre - kitchenette
- Music Room - RD 1.22
- Notre Dame ground floor kitchenette



- Miriam Theatre
- Colmar Centre WAGL Office
- Emmanuelle Learning Centre (Level 1 - WAGL Office Level 2 - WAGL Office)
- Ein Karem Centre - kitchenette

First Aid kits are:

- maintained by the Student Services staff and are checked annually or when used by staff
- taken on all excursions
- readily accessible to staff while on yard duty
- taken on camp and will constitute a large main kit (held at the camp first aid station) and smaller kits carried by staff on activities

4.4 First Aid Staff and Training

First aid officers provide initial care to injured students, staff or others in accordance with their level of training. They are not required to diagnose conditions or provide ongoing medical assistance.

The Principal or their delegate will 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. The minimum training requirement is HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.

Where appropriate, a first aid officer will refer the ill or injured person to additional medical advice or assistance. Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Training for anaphylaxis management is undertaken by all staff in the school. In order to comply with *Ministerial Order 706*, all staff are to be anaphylaxis trained in 22578VIC – Course in First Aid Management of Anaphylaxis. Staff who have completed “2578VIC – Course in First Aid Management of Anaphylaxis”, “Course in First Aid Management of Anaphylaxis 22300VIC” or “Course in Allergy and Anaphylaxis Awareness 10710NAT” will also have their accreditation recognised. Staff will also attend a twice yearly anaphylaxis management briefing, with one briefing held at the start of the year. The briefing will be conducted by a staff member who has completed an Anaphylaxis Management Course in the previous two years.

Training in the management of asthma will 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 the College Human Resource Officer.

4.5 Administration of First Aid



School staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency. School staff who have been trained will administer first aid in accordance with their training. Trained staff can provide basic first aid with DRSABCD.

In a medical emergency, staff take emergency action and do not need to obtain parent/guardian/carer consent to do so. Staff contact Triple Zero “000” for emergency medical services at any time.

On each occasion where first aid is administered to a student with a minor injury or condition, school staff will notify parents/carers by contact details available at school. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable.

4.6 Administration of First Aid for Head Injury

For students who have an impact to the head, suspected concussion, or observed concussion, our school staff can use [Concussion Recognition Tool 5](#) to help identify a suspected concussion.

If a student demonstrates symptoms of a moderate to severe head injury (neck pain or tenderness, double vision, weakness or tingling/burning in arms or legs, severe or increasing headache, seizure or convulsion, loss of consciousness, deteriorating conscious state, vomiting, increasingly restless, agitated or combative), the school is to call an ambulance immediately.

If the [Concussion Recognition Tool 5](#) is used, the school must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian/carer is asked to collect the student and have a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, the College will follow the steps contained in the [College's Concussion Policy](#) Communication with parents/carers

The College requires parents/carers to provide up-to-date and accurate medical information relating to 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 medical condition changes since the information was provided.

Information about a student's medical information will be stored on Synergetic and displayed to staff via Learning Management System (LMS). Parents/carers will be required to reconfirm with information when providing the College with consent for all excursions and camps.

parents/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 Student Services will contact the emergency contact nominated by the parent/guardian/carer.

A LMS report will be completed when first aid is administered. This report will be kept in the school. Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with Our Lady of Sion College policies for information recordkeeping, retention and disposal.

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//carer of the student.



parents/carers are notified as soon as possible if required to collect an ill or injured student from the school. When a parent/guardian/carer cannot be contacted, the principal will contact the emergency contact nominated by the parent/guardian/carer.

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/carers. Updates to these policies and procedures will be provided through the school's website, newsletters or online applications.

5. IMPLEMENTATION

- An appropriately equipped Health Centre will be available for student access during school hours.
- First aid kits, adrenaline auto-injector and defibrillators will also be available in appropriate places throughout the school.
- Medical alerts are communicated on Learning Management System and excursion/camp forms to ensure staff are informed of known serious medical conditions, and management and treatment plans.
- Timely and appropriate professional development will be provided for staff.
- A sufficient number of staff to be trained to HLTAID011 Provide First Aid qualification with current CPR qualifications and Anaphylaxis training.
- HLTAID011 Provide First Aid qualified staff will attend school camps and overnight activities.
- Ensure that staff have appropriate training as outlined in the College's Anaphylaxis Policy.
- Students and staff attending offsite activities are required to provide a signed medical consent form prior to an event.
- First aid kits, supportive medication and adrenaline auto-injector along with completed medical forms (or whole school medical alert register for whole school events - this can be online) are taken to all offsite activities by a staff member on excursion/activity.
- Staff have the authority to call an ambulance immediately when they deem it necessary.
- Staff are not at liberty to administer any medication without explicit parental permission, however, medication such as Ventolin or adrenaline auto-injector may be administered as a first aid response.
- In the event of a serious illness or injury occurring, an emergency contact person for the student/staff member, and a member of the Leadership team will be notified as soon as possible.
- Records are kept of injuries and illnesses that occur whilst at school or participating in school organised activities. Parents/carers of any affected student with a major injury will be informed.
- Parents/carers will be requested to update their daughter's medical details both annually and as personal circumstances change via the Learning Management System portal.
- Staff are expected to update their medical details both annually and as personal circumstances change.
- An Accident Medical Incident Report (AMIR) will be completed when a significant/serious injury has occurred while participating in school organised activities on Learning Management System or Accident Medical Incident Form.
- In the case of serious injury, effective follow up as appropriate is to be provided.
- In accordance with the Occupational Health and Safety Act, the College will fulfill the legal requirement to report incidents that are classified as "reportable" under the Act. This may involve reporting to Worksafe and MACS where required.



6. DEFINITIONS

6.1 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.

6.2 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.

7. RELATED POLICIES AND DOCUMENTS

First Aid And Medical Incident Procedures
Concussion Policy
Medical Management Policy
Medical Authority Form
Medical Management Communication Plan
Anaphylaxis Policy
Administration of Medication to Students - Procedures

8. 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](#)

9. LEGISLATION AND STANDARDS

Education and Training Reform Regulations 2017 (Vic.)
Occupational Health and Safety Act 2004 (Vic.)



10. FIRST AID POLICY STATUS AND REVIEW

STATUS OF POLICY	
College Leader Responsible	Deputy Principal Student Wellbeing
Approving Authority	College Leadership Team
Approval Date	July 2026
Date of next review	July 2028
Publication	Website; Staff Portal, Staff Handbook, Onboarding Documentation, Visitor Sign in

Record of Review

Details of Amendments	By Whom	Date
	Deputy Principal Student Wellbeing	July 2026