



Emmanuel 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).

Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in Emmanuel College 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 to students, staff, families and others at Emmanuel College.

Principles

The following principles underpin this policy:

- our school has a responsibility to ensure a safe working and learning for all members of school communities.
- the principal and all staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the school.

Policy

Emmanuel College is responsible for providing first aid assistance to students in the event of illness or a medical emergency.

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 area has appropriate signage and is readily identified.

The school has allocated the following location as the designated first aid room and students and staff are able to liaise with the designated First Aid Officer at the campus as indicated.

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

The First Aid Officer at both campuses is required to:

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

At SPC, in the case of a female student in attendance at St Paul's Campus on days of Joint Provision or excursions requiring access to a first aid room– the room between administration and the principal's

office and that area will be secured and supplied with a portable stretcher bed. The designated First Aid Officer will monitor this room as required.

At NDC, two first aid rooms, one designated for males and one designated for females are located in the Student Services area of the Callahan Administration Building. These rooms are under the supervision of the designated First Aid Officer.

The location of the first aid rooms provides access to emergency services and enables parents to also come to reception to pick their child up if required.

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.

First aid kits

First Aid kits are kept with the designated first aid officer. The first aid kits are equipped with all items to address possible injuries to students at excursions or camps. These kits are stored securely within the front office area of each campus.

The First Aid Officer monitors the level of supplies and condition of the sick bay and informs the Deputy Principal, Student Wellbeing of any action that needs to be take. This monitoring includes the checking of use by dates of items as necessary.

The First Aid Kits are prepared for camps and excursions are prepared by the First Aid Officer, based on the information that is entered into Operoo by the organising teacher. individual student medical records are checked for any personal materials that must be included.

During Yard Duty, students are directed to the First Aid facilities by a teacher on duty, if they have a minor injury. If a more major incident has occurred, staff make contact with reception to receive the direct support of the First Aid Officer.

First aid staff and training

The College First Aid officers are:

SPC Ms Trang Dinh College Receptionist (Level 2)

NDC Ms Kerry Sheil (Mon- Thurs) and Ms Melissa Castelino (Fri) Student Services (Level 2)

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.

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. All College staff have qualifications in Level 2 First Aid, Responding to Anaphylaxis, Asthma and CPR.

A register of all first aid training is kept by the College.

Administration of First Aid

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

Our 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/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, our school staff will notify parents/guardians/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 practical.

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, our schools will act on medical advice where this is provided to support a return to school and associated activities including participation in sport. The School Sports Associations (ACC and SACCSS) have developed guidelines for schooling and sport after a head injury and the College will follow these protocols.

Communication with parents /guardians / carers

The school requires parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents 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.

Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with MACS 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 / guardian / carer of the student.

Parents / guardians / 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.

Requesting medical information

Parents who identify any medical condition on enrolment form will be provided with appropriate Health Management Form for more detailed information on condition and management. Data is then entered into Synergetic and the original is placed into the student file.

Parents are reminded to update any changes to medical conditions as relevant. This occurs through Operoo.

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 prior paper-based forms. 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 parents.

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.

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

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

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

Parents/guardians create their own 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.

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. All medical forms are collected from Operoo 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 such as scratches or cuts etc.

On the day of departure for camp, the first aider will collect all medication and ensure that all medications are handed in by all students. They will identify any medication required during the day while traveling and keep aside to administer at the appropriate time. At camp all students should be made fully aware of who the nominated first aider is, and where and when they should attend for treatment/medication. All treatment/medication is recorded in the daily register and checked against the master timetable. It is likely that two staff will have the duty of First Aid on junior camps.

Students requiring medication not listed on Operoo will be requested to hand in to the allocated first aid officer prior to departure on camp. The first aid officer will enter in the camp medical log book ensuring accurate requirements of distribution of all medication. A medical permission form will need to have been provided by parents for such medication to be administered by the first aid officer.

At strategic times such as 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 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 appropriate resources, 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.

In the event of a medical incident, parents will be notified via a phone call by the first aid officer. In all cases, the safety and medical treatment of the student is paramount. Parents will be notified as soon as possible, depending on the situation and the treatment plan that is implemented, In line with required first aid procedures.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are available on the College website and parents are reminded of these policy requirements via regular newsletter articles and emails.

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.

Related policies and documents

Supporting documents

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

Anaphylaxis Policy

Excursion, Camps and Travel Policy

Medical Management Policy for MACS Schools

Medical Management Procedures 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 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

Education and Training Reform Regulations 2017 (Vic.)

Occupational Health and Safety Act 2004 (Vic.)

Approval date	October 2023
Risk rating	High
Publication	CEVN, School website