Melbourne Archdiocese Catholic Schools

Emmanuel College First Aid Policy

LIFE TO THE FULL
Emmanuel College

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 as Sick Bay.

Campus	Location	Designated First Aid Officer	Contact Ext
SPC	Front Reception	School Nurse SPC	110
NDC	Student Services	School Nurse NDC	401

The School Nurse/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 Compass.
- Inform House Leader, Director of Wellbeing and Deputy Principal, Student Wellbeing of patterns of attendance that may be of concern.

The College ensures that designated First Aid Rooms are readily accessible to students and staff and provide a safe, clean and appropriate environment for the assessment, treatment and temporary supervision of individuals who are unwell or injured. The facilities are maintained to

support privacy, hygiene, infection prevention and control, and timely access to emergency assistance where 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 maintained by the designated School Nurse/ First Aid Officer at each campus. These kits contains appropriate supplies and equipment to manage injuries and medical incidents that might occur during excursions, camps and other college activities. First aid kits are stored securely in Student Services (NDC) and Sick bay (SPC) and are readily accessible when required.

The School Nurse/First Aid Officer is responsible for regularly monitoring first aidsupplies and maintaining the condition of the sick bay. This includes checking stock levels, ensuring equipment is in good working order, and monitoring the expiry dates of first aid supplies and medications, where applicable. Any identified issues, maintenance requirements or replenishment needs are reported to the Deputy Principal, Student Wellbeing, for appropriate action. The First Aid Kits for camps and excursions are prepared by the School Nurse/First Aid Officer, based on the information provided by the organising teacher through Compass. Individual student medical records are reviewed for any specific medical supplies or equipment required for participating students.

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 the school nurse's emergency phone to receive the direct support.

First aid staff and training

The College School Nurses/First Aid Officers are:

SPC Ms Michelle Nunn

NDC Ms Hannah Bini

School Nurse/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 School Nurse/First Aid Officers and general staff have completed the recognised training. A staff member with current first aid qualifications must always be available to respond and assist an ill or injured person.

Where appropriate, School Nurse/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. All College staff have qualifications in Provide First Aid, Asthma and Anaphylaxis (HLTAID011, 22702VIC, 22578VIC)

A register of all first aid training is kept in the school by Risk and Compliance Officer.

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

Where a medical condition is identified on a student’s enrolment form, parents and carers are provided with appropriate Health Management Form to obtain further information about the condition and any associated care or management requirements. The information is recorded in Synergetic, and the original is retained in the student’s file.

Parents and carers are reminded through Compass to notify the college of any changes to their child’s medical conditions or associated care and management requirements to ensure that student medical records remain accurate and up to date.

Compass – Medical Information

Emmanuel College uses Synergetic and Compass to maintain and manage student medical information to support the health, safety and wellbeing of students.

Parents and carers are responsible for notifying the College of any new medical conditions or changes to their child's existing medical conditions or care requirements. As parents and carers are

unable to update medical information directly through Compass, they are required to contact their child's House Leader or the College Registrar to communicate any changes.

The College Registrar is responsible for updating student medical information in Synergetic, which is subsequently synchronised with Compass to ensure that relevant student medical records are kept up to date.

The School Nurse is responsible for maintaining students' medical action plans and ensuring that relevant plans are current and available to authorised staff as required.

Student medical information is accessible to authorised College staff, as appropriate to their roles and responsibilities, and is managed in accordance with applicable privacy legislation and College policies.

Off-site School Activities

Excursions

The College ensures that appropriate first aid arrangements are established for all excursions, taking into consideration the nature of the activities and the medical needs of participating students.

Upon the creation of an excursion event in Compass, the School Nurse at the relevant campus is notified of the event. The Teacher in Charge/Event Organiser is responsible for providing the School Nurse with details of participating students and accompanying staff to facilitate appropriate first aid preparation.

The School Nurse is responsible for reviewing the medical requirements of participating students and preparing an appropriate first aid kit, including any specific medical supplies or equipment required to support individual student needs.

All staff accompanying excursions are required to hold current qualifications in Provide First Aid (HLTAID011), Course in the Management of Asthma Risks and Emergencies in the Workplace (22702VIC), and Course in the Management of Asthma Risks and Emergencies in the Workplace and Course in the First Aid Management of Anaphylaxis (22578VIC), as applicable to the College's training requirements.

Staff accompanying excursions are responsible for providing first aid assistance within the scope of their training and responding appropriately to injuries, illnesses or medical emergencies that arise during the excursion.

In the event of a serious injury or medical emergency, staff must initiate appropriate emergency response procedures, including contacting emergency services where required, notifying College leadership and arranging communication with parents or carers. All incidents and first aid treatment provided must be documented and reported in accordance with the College's incident reporting procedures.

Camps

The College ensures that appropriate first aid and medical management arrangements are established for all camps, taking into consideration the nature and location of the camp, available medical facilities and the individual medical needs of participating students.

Pre-Camp Planning and Preparation

The Camp/Event Organiser is responsible for confirming the availability of first aid facilities and medical support at the camp venue. This information is considered when determining the first aid equipment, supplies and staffing arrangements required for the camp.

Prior to departure, the Camp/Event Leader must nominate an appropriately trained staff member to oversee first aid arrangements and medication management throughout the camp. The allocation of responsibilities must be clearly communicated to accompanying staff.

The School Nurse/First Aid Officer is responsible for reviewing the medical information of participating students through Compass and preparing the necessary first aid supplies and medical

documentation. Any missing, incomplete or unclear medical information must be clarified with parents or carers before departure.

Camp Medical Logbook

A camp medical logbook is prepared for each camp to ensure that relevant student medical information is readily available to authorised staff.

The logbook includes:

- A summary of students with identified medical conditions or medical alerts.
- Details of individual medical conditions, associated risk levels and medication requirements.
- Copies of relevant individual medical management plans and emergency action plans.
- Medication administration records for documenting medication provided during the camp.

The camp medical logbook must be maintained securely and made accessible to authorised staff responsible for student medical care and emergency response.

Medication Management

On the day of departure, the nominated staff member responsible for medication management collects and secures student medications provided by parents or carers. Medications required during travel or in an emergency must remain readily accessible to authorised staff.

All medication administration must be supported by appropriate parent or carer authorisation and relevant medical documentation, including the MACS Medication Authority Form where required.

The nominated staff member is responsible for overseeing medication administration in accordance with prescribed instructions and individual medical management plans. Medication schedules must be reviewed against the camp program to ensure that medications are administered at the required times.

Students requiring scheduled medication are reminded to attend the designated first aid area at the appropriate times. Where a student does not attend for a scheduled dose, the responsible staff member must follow up and take appropriate action in accordance with the student's medication instructions and relevant College procedures.

Medication authorised for use as required, including preventative medication, may be administered in accordance with the relevant medical instructions and parent or carer authorisation.

All medication administration must be accurately documented in the camp medical logbook and any other required medication administration records.

First Aid and Medical Incident Response

Accompanying staff are responsible for providing first aid assistance within the scope of their training and competence, including responding to minor injuries and illnesses.

Any injury or illness requiring further medical assessment, parent or carer notification, or emergency assistance must be promptly escalated to the nominated First Aid Officer and Camp/Event Leader.

In the event of a serious injury or medical emergency, staff must initiate the appropriate emergency response procedures, including contacting emergency services where required and notifying College leadership and parents or carers in accordance with College procedures.

Medical Documentation and Recordkeeping

The nominated staff member responsible for first aid must ensure that all medication administration, first aid treatment and relevant medical interventions are accurately recorded in the camp medical logbook and other required College records.

Upon return to the College, the completed camp medical logbook and associated documentation must be returned to the designated staff member for secure retention in accordance with the College's recordkeeping and privacy requirements.

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

School-based processes and guidelines

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 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

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

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