



Catholic Regional College St Albans 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).

Melbourne Archdiocese Catholic Schools Ltd (MACS), 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.

Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in Catholic Regional College St Albans 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 Catholic Regional College St Albans

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

Catholic Regional College St Albans 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:

College Sick Bay

- The College sick bay is located in the administration area.
- The sick bay is supervised by the Level 3 First Aid Officer and the office administration staff who have a first aid qualification.

Level 3 First Aid staff are responsible for the following:

- Management of the First Aid Room (including supplies, equipment, first aid bags, accident / injury register and sickbay records).
- Maintaining and updating the first aid kits located around the school.
- Being the first point of contact for an accident or illness related emergency occur.
- Assessing first aid needs and the required action in this type of an emergency.
- Keeping Leadership informed regarding decisions made, action taken and needs in this type of situation.
- First Aid support at whole school events.
- Where possible, the two Level 3 First Aid staff work together in an emergency.

Sick Bay Procedures

- If a student is unwell, they report to the Office.
- First Aid Officers are available for students who are referred to sickbay for minor ailments / injuries.
- Most teaching and non-teaching staff have up to date Level 2 first aid training.
- Two non-teaching staff members have Level 3 First Aid Training, including training to use the defibrillator.
- In the case of a more serious illness or injury, where possible, the situation will be managed by Level 3 First Aid staff.
- Parents / Carers are contacted by phone when students are too ill to return to class and need to go home, when there is a serious injury requiring medical attention or when there is a concern /doubt over the illness or injury.
- Every effort will be made to contact parents directly, whether at home or work. Emergency numbers will only be used if this contact is impossible and the illness / injury warrants this.
- All visits to the sickbay and actions taken will be recorded on SIMON.
- Parents / Carers will be notified of all sick bay visits and actions through the SIMON everywhere app or the Parent Access Module on SIMON. Sick bay notifications are sent out at the end of the school day.
- All students attending the sickbay are given a sick bay pass through SIMON.

If an injury is sustained by a student or staff member, a report is made in the 'School Accident Register' through the CEVN – School injury/incident Report. Depending on the injury, an incident report for WorkSafe may also need to be completed.

- Year Level Leaders and pastoral care teachers are notified when students are home for illness or injury through the school's attendance package SIMON.
- Where a student has a condition that requires daily medication office staff will supervise the administration of the medication and keep records of the time the medication was taken.
- In the case of serious accident / illness / injury, a Level 3 First Aider will follow up the family to see how the student is doing and inform relevant staff.

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.

Medical Care and Emergency (At School)

In the case of an accident or sudden illness, staff need to:

- Stay with the injured or sick student.
- Assess the situation to see what first aid they can administer immediately.
- Send a student to the office for assistance, giving the name of the student and a brief description of the accident / injury / condition.
- In the case of Anaphylaxis, Epilepsy & Diabetes incident student profile cards are located in the Yard Duty Folders. These can be sent with a student to the Office.
- Where possible, or if necessary, ask other students to move away.
- Once assistance arrives, the staff member focuses on care of other students.

In response to the call for assistance, the Level 3 First Aid staff will:

- Check the student's medical information.
- Bring a mobile phone and emergency first aid kit to the situation.

On arriving at the scene, the Level 3 First Aid staff will:

- Assess the seriousness of the injury / condition.
- If it is minor, the student will be taken to the sickbay and normal sickbay procedures will be followed.
- If the injury is not serious enough for an ambulance but the student needs to go to the doctor or hospital, a Level 3 First Aider will accompany the student to the doctor or hospital, if the parent is not available.

If the injury / condition is serious, they will:

- Call for an ambulance.
- Stabilize the patient and administer First Aid.
- Call for assistance from another first aider, preferably the other Level 3 First Aid staff.
- Inform College Leadership who will:
 - Contact parents or next of kin (staff).
 - Arrange staff to direct the ambulance when it arrives.
 - Organize supervision and care of other students.
 - Ensure area around the injured student is clear.
 - Set in motion follow up procedures (i.e. information to staff and students, support for staff and students involved in the incident etc.)
 - Enact lockdown procedures if required.
- Travel with the patient in the ambulance should parents or next of kin not be able to do this.
- Complete a School injury/incident Report form through the CEVN website, which includes a Worksafe Incident Report.

Medical Care and Emergency (offsite)

Prior to the excursion / camp / off site activity, staff need to check the medical information for students who are attending. A summary of student medical needs is available through the Excursions / Activities module of the SIMON Learning Management system.

The designated first aid officer for the excursion needs to take a mobile phone and first aid kit on the excursion. In case of a more serious injury or illness, they need to:

- Assess the situation and provide first aid as needed.
- Call an ambulance if this is needed.
- Contact the school to make them aware of the situation, and for assistance and advice.
- Record minor treatment in SIMON – Student Attendances and complete the School injury/incident Report form through the CEVN website, which includes a Worksafe Incident Report for more serious issues.

First aid kits

Location	Room	Kit
Library		
Counsellor's Office	Wellbeing area	
Year 10 Centre Kitchen		Kit includes an EpiPen
Learning Hub		
Canteen		Kit includes an EpiPen
Year 8 and 9 Level leaders Office	7 and 10	
English/Humanities Staff Study	16	
Food Tech	Design and Technology	Kit includes an EpiPen
Science Preparation Room	21	
Maths/Science Staff Study	22	
Visual Arts Room	Design and Technology	
Materials Technology	Design and Technology	
Maintenance Shed		
Sports Equipment Room	Hall	Kit includes 2 EpiPens
Kitchen	Hall	

The basic first aid kit contains sunscreen, antibacterial / disinfectant, gloves, an asthma emergency kit, band aids, bandages of varying sizes, gauze swabs, emesis bags, sanitary items and eye wash. Additional materials are included in specialist areas – these are particular to the needs of the area.

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.

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.

A register of all first aid training is kept in the school by First Aid Officers in a folder in Staff Information folder on the College's LMS.

- First aid officers in the school – The two Level 3 First Aid Officers are Ms Atalina Ulugia-Sa'ena (Office Administration) and Ms Vella (Library).

- Most teaching and non-teaching staff have up-to-date Level 2 first aid training, which includes Asthma, Anaphylaxis and CPR training.
- Most teaching and non-teaching staff have training in the use of the defibrillator through annual CPR training.

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 protocol for a student returning to school from a concussion will be in line with information from the Royal Children’s Hospital fact sheet.

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 via SIMON when students are first enrolled and are asked to update the 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 via phone, 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.

A Sick Bay note is recorded on SIMON and this is sent as a scheduled email/SMS to parents at the end of the day.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are publicly available/ published on the school's website.

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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