

SIENA COLLEGE CAMBERWELL FIRST AID POLICY



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COLLEGE
CAMBERWELL

POLICY TITLE: **FIRST AID POLICY**

DEVELOPED / REVIEWED BY

Siena College Policy Committee
Deputy Principal Wellbeing and Strategy
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Existing policy forwarded to the Deputy Principal Wellbeing and Risk & Compliance Manager to be reviewed for accuracy and checked against current legislation.

DOCUMENT DEVELOPMENT PROCESS

This Policy was first developed by Deputy Principal Wellbeing & Strategy, Risk and Compliance Manager, and Human Resources Manager in February 2023, based on the revised Child Safe Standards which came into effect from July 2022. The Policy was presented to the Policy Committee for the first time at the March 2023 meeting.

Consistent with the practice for new policies, it is being reviewed twelve months later to ensure accuracy to current practice.

RATIONALE

As a Dominican College, governed by Dominican Education Australia (DEA), we hold justice and service as a central pillar of our identity and mission. The mission of Siena College is to engage young women in a challenging education that empowers them with the personal resources to make a difference in the world by searching for truth through a culture of lifelong learning.

Siena College has a responsibility to provide a safe work environment for all members of the College community. The College has a particular duty of care for the safety of the students.

Appropriate first aid facilities, training and resources are in place at the College to meet the first aid needs of staff, students and others either on the premises or in College approved activities, including those activities that take place off site or out of school hours.

DEFINITIONS

first aid	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. A first aid officer will carry out the appropriate first aid procedures.
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	Diagnosis and treatment are the responsibility of the attending ambulance officer or medical practitioner.
First aid officer	Staff members who have current first aid qualifications and are designated to provide initial care of ill or injured staff, students, or others.

PRINCIPLES / GUIDING PRINCIPLES

Appropriate first aid facilities to meet the needs of staff, students and others must be in place in the College and for College approved activities, including off site activities such as camps and excursions, and out of hours 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.

It is the responsibility of the Principal or their delegate to ensure that designated first aid officers have completed the recognised training.

A first aid officer with current first aid qualifications is available on-site to respond and assist an ill or injured person.

The College will undertake a risk assessment to ensure that sufficient staff with relevant training are available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

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

First aid for anaphylaxis, asthma and concussion are provided for in the College:

- Anaphylaxis Policy
- Medical Management Policy
- Concussion Policy

POLICY / PROCEDURES

First aid facilities

The Principal ensures that first aid facilities are in place on campus to meet the needs of staff, students and others. For activities such as camps and excursions, a risk assessment is conducted to ensure an appropriate first aid response can be provided.

There is a Health Centre located in the St Catherine's Centre on College grounds, which operates during normal school hours. The Health Centre is staffed by a Health Centre Coordinator.

First aid training for staff

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

Sports coaches are required to obtain the HLTAID011 – Provide First Aid certification prior to commencing the casual engagement with the College, and maintain currency in CPR. Casual engagements are conditional on the sports coach passing and maintaining current First Aid certification.

Staff are to attend two briefings on anaphylaxis management conducted at the College by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is required that all staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training course and have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

A register of first aid training is kept on EMS. 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

The location of First Aid kits are located on the College's Evacuation Diagrams which are displayed around the College and on Siena Central. The kits are maintained regularly by the Health Centre Coordinator, who will ensure that they are adequately stocked for camps, excursions and school approved activities.

The Health Centre will be fully equipped in accordance with the Worksafe compliance code; First aid in the workplace.

The College will also maintain:

- 10 portable first aid kits (Large) and 10 (small) for use in excursions, camps or yard duty
- The portable first aid kits will be stored in the Health Centre
- The Health Centre Coordinator is responsible for maintaining all first aid kits

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day, they may be directed to the Health Centre and monitored by the Health Centre Coordinator. Depending on the nature of their symptoms, staff may contact parents/carers/guardians or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student or staff member:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an

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emergency, other staff may assist in the administration of first aid within their level of competence

- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer/guardian consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time
- Staff may also contact NURSE-ON-CALL (1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week
- If first aid is administered for a minor injury or condition, staff may notify parents/carers/guardians if the nature of the injury or condition is a concern
- If first aid is administered for a serious injury or condition, or in an emergency situation, staff will attempt to contact parents/carers/guardians or emergency contacts as soon as reasonably practicable
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will contact parents/carers/guardians or an emergency contact person, recommend that advice is sought from a medical practitioner and if immediate medical attention is required, request parents/carers/guardians to collect the student
- Whenever first aid treatment has been administered to a student, Sienna College will:
 - Record the incident on Synergetic
 - If first aid was administered in a medical emergency, report the incident to the Health Centre Coordinator, Principal and Deputy Principal. In the case of a notifiable incident based on WorkSafe criteria (for example, someone being admitted to hospital), WorkSafe Victoria would also be advised.
 - Where first aid is administered to a student with a Medical Management Plan due to a condition covered by the Medical Management Plan, the Plan will also be reviewed annually and in response to the particular incident.

Administration of First Aid for head injury

Please refer to the College Concussion Policy for further information.

Communication with parents /guardians / carers

The College 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.

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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.

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

RESPONSIBILITY

- Principal (Primary responsibility)
- Deputy Principal Wellbeing and Strategy
- Risk and Compliance Manager
- Health Centre Coordinator

RELATED LEGISLATION

- Occupational Health and Safety Act 2004 (Vic.)
- Occupational Health and Safety Regulations 2017 (Vic.)

RELATED SIENA COLLEGE POLICIES

- Anaphylaxis Policy
- Medical Management Policy
- Concussion Policy

RELATED DOCUMENTS

- Department of Education and Training Victoria First Aid Content Checklist
<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>
- Worksafe – First Aid in the Workplace
<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>
- CECV Student Activity Locator

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?

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2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

June 2027

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>

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