



First Aid Policy

Rationale

St Mary MacKillop College is committed that the health and wellbeing of all students, staff, contractors and volunteer workers is a priority and is catered for in an appropriate manner.

St Mary MacKillop College has a responsibility to provide equitable access to education and respond to diverse student needs including health care needs.

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid or when feeling unwell. However, school staff are not health professionals nor are they expected to take on this professional role.

Scripture

“They brought to him all who were sick . . . and he cured them”, Matthew 4:24

Definitions

First Aid: Emergency treatment administered to an injured or sick person before professional medical care is available.

First Aid Officer: A person who has completed the appropriate training and has been nominated by the employer for that role in the workplace.

Certification: The minimum acceptable level of training for first aid officers at St Mary MacKillop College is Basic Emergency Life Support HLTAID002 (**Level 1**). In addition Cardiopulmonary resuscitation (CPR) training must be undertaken annually.

Worksafe: A Victorian statutory Authority responsible amongst other things for the occupational health and safety, workers compensation and the rehabilitation of injured workers.

Offsite activities: Offsite activities include: excursions, camps (includes any activity involving overnight or weekend stays), tours and off campus activities such as sporting fixtures. They do not include work experience programs.

Duty of Care: The duty of care of a teacher is to protect students in his or her charge from risks of injury that the teacher should reasonably have foreseen applies during onsite and offsite activities. The necessity to provide a duty of care should be a guiding factor in the planning of all offsite activities.

Prescription Medication: Is a pharmaceutical drug that legally requires a medical prescription to be dispensed.

Non-prescription Medication: Is not prescribed by a medical practitioner and is available over the counter.

Policy Statement

St Mary MacKillop College recognises it has obligations to support and respond to the health care needs of the students, staff, contractors and volunteer workers. First Aid at the College is well organised, complies with all relevant law and policy statements and provides a safe environment for students, staff and volunteer workers.

The Occupational Health and Safety Act 2004 (Vic) requires employers to provide so far as is reasonably practicable adequate facilities for the welfare of employees at any workplace under the employers management and control. This includes having appropriate first aid measures in place including appropriate first aid kits and appropriately trained first aid officers.

The College makes first aid available to employees and other persons (students) in respect of all school related activities. This would include any activity that is being conducted by the school or on the school's behalf in compliance with the Occupational Health and Safety Act 2004 (Vic).

In the case of school excursions and camps the College provides adequate first aid, this is usually by the provision of qualified first aiders and associated equipment. In the case of excursions this policy needs to be read in conjunction with the St Mary MacKillop College Excursions Policy.

Schools have a legal duty to protect students in their care from the risks of injury that are reasonably foreseeable. In the case of serious injury or illness, the staff member is not required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures, within the limits of their skill, expertise and training. Diagnosis and treatment are the responsibility of the ambulance paramedic or medical practitioner in attendance.

Guidelines

The Principal or delegate (Deputy Principal) is responsible for the overall management of first aid at the College.

- A sufficient number of staff members trained with Level 2 first aid certification.
- First aid staff hold an appropriate current first aid qualification.
- A first aid training registry is maintained and records the details of staff first aid qualifications and the renewal dates.
- That first aid is administered as required in a timely and competent manner.
- Children's health problems are communicated to families when considered necessary.
- Regular communication with families is maintained to encourage parents to provide the College with up to date and relevant health information. This information will be stored and used in accordance with the Health Records Act 2001 (Vic) and the Privacy Act 1988 (Cth).

- Processes are in place to provide first aid during excursions and off site activities. In this regard this policy should be read in conjunction with the St Mary MacKillop College Excursion Policy.
- The First Aid store is maintained with the provision of adequate supplies, first aid kits and facilities.
- Appropriate first aid procedures are in place.
- Parents/guardians are informed that it is incumbent on them to act responsibly in ensuring that students who are genuinely ill remain at home rather than attend school.
- The College has the responsibility of calling an ambulance in the case of emergency if deemed necessary by a qualified first aider, and the cost of such ambulance transportation is to be borne by the parents or guardians of the student so involved.
- Funding is made available for the training of first aiders.
- All officially designated first aiders are given access to appropriate immunisation.
- There is a minimum of one first aider available to assist injured or ill persons at all times.
- A first aider shall be available at the school during normal working hours, and at other times when authorised programmes are being conducted.
- Adequate hygiene practices are to be observed.
- In the event of an emergency to refer to the College Emergency Management Plan procedures.
- The administration of prescription medication during school hours or when attending school-based activities be considered only when a medical practitioner prescribes the medication.
- Administered prescribed medication be supported by a medical authority (the original medication container with an attached prescription label constitutes this authority).
- A written request has been received from the parent for administration of medication. This relates to all prescription and non-prescription medication such as: paracetamol, antihistamines or alternate medicines.
- Medication is to be safely and appropriately stored in the Pastoral Care Centre. Medication may be administered by the staff member on duty in the Pastoral Care Centre, following written consent from the parent.

Associated Documents

St Mary MacKillop College - Vision and Mission Statement

St Mary MacKillop College – Camps and Excursion Policy

St Mary MacKillop College – Privacy Policy

St Mary MacKillop College – Anaphylaxis Policy

CEVN Administration of medicines in schools document

Ratified: October 2019

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