

ST JOSEPH'S COLLEGE, MILDURA



Policy Number:	COLLEGE 10
Policy Name:	First Aid Policy
Contact Officer:	Deputy Principal - Community
Date Approved by Executive:	November 28, 2019
Date of Next Review:	November 2022
Related Policies:	

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. PURPOSE

1.1 St Joseph's College is committed to the provision of an effective system of First Aid management to protect the health and safety of all College employees, students and visitors as a requirement of the Workplace Injury, Rehabilitation and Compensation Act. The College policy applies to all who may be affected by injuries or illness resulting from College activities, whether on or off College Campus.

2. POLICY

2.1 As a duty of care teachers are required to administer First Aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher's duty of care is greater than that of an ordinary citizen and that a teacher is obliged to assist an injured student.

2.2 In the case of serious illness or injury, neither the teacher nor Principal is required to diagnose or treat the condition apart from applying the appropriate first aid procedures.

3. PROCEDURES

3.1 First Aid Officer

A designated First Aid Officer is to be responsible for the overall organisation of all First Aid, sick bay supervision and the maintenance of First Aid supplies and kits. Additional staff with First Aid training are available to assist on request or emergency. The duties of the First Aid Officer are specified within the Role Description available in Human Resource Management – Role Descriptions.

3.2 First Aid Officer Training

First Aid Officers are required to have completed a recognised First Aid training- a minimum of Level 2 qualification or its competency based equivalent. The most current version is titled; Provide First Aid HLTAID003. The Principal is responsible for ensuring First Aid training is provided.

3.3 First Aid Training Registry

A registry of all First Aid trained staff, listing First Aid qualifications and renewal date is to be kept.

- Register kept by the First Aid Officer of staff with First Aid training is to be displayed on OH & S Notice Board.
- Staff register is located on “E Drive: Shared File”.

3.4 First Aid Kits

The College is to meet the ratio of First Aid kits required according to the number of staff and students at the College - (Worksafe 2008). The First Aid kits are located in the First Aid room and available for all groups that leave the College. The First Aid room is identifiable with signage.

3.5 First Aid Kit Details

LOCATION	TYPE (Portable, Fixed, Vehicle Kit, etc.)
Enright Campus	
First Aid Office	Fixed supplies + Portable kits for excursions
Student Office Kitchenette	First Aid supplies
Vehicle / Buses	Vehicle kits
Careers Room – Langtree Park	Portable
Art Staff Room	Portable
A11 – storage room	Fixed
PE Department	Portable
VCAL Shed (Langtree Parade)	Fixed
VCAL Area (Langtree Parade)	Portable
Q11	Portable
Mercy Campus	
First Aid Room	First Aid supplies & two portable kits
Trade Kitchen	Fixed
Mercy Theatre Kiosk	Portable
MC29- Change to MC31	Fixed
Science Portable MC54	Portable
Teachers Office MC55	Portable
Staff Break Room MC 17	Portable
Defibrillators	
Enright Campus	
First Aid Office x 2 (one for overnight excursions and camps)	
Student Office	
VCAL Building	
Outside PE Offices, (Cleadon Oval end)	
Mercy Campus	
Outside Front Office	
Dance Passage	

4. FIRST AID ROOM

4.1 A designated First Aid room is located in the Enright Courtyard - Edgeworth Room and in the Foyer of the Mercy Campus complex.

5. RECORDS

5.1 First Aid Officers must record all First Aid treatments provided. The recording system used is located on SIMON and is generated when completing a "Sick Pass" for each student. Each sick pass record includes:

- The date and time of the presentation.
 - A description of the illness/incident and/or symptoms.
 - Signs observed by the First Aid attendant.
 - Treatment given, including any medications.
- And
- Whether the person returned to work/class, went home, or was transferred to a Doctor or Hospital.

6. ADMINISTERING MEDICATION

6.1 Any administration of medication must be clearly documented in the students "Sick Pass" and must include the name of the medication, dosage, and time given.

6.2 All medication administration requires consent to be obtained from a listed medical contact on the student's SIMON profile, either via verbal consent at the time or prior written consent.

6.3 Student's own medication that is to be kept at the school must be provided in original packaging, labelled with student name and details of administration.

6.4 All medication must be kept in a locked cupboard

7. ACCIDENT/INCIDENTS/INJURIES

7.1 Staff who witness accidents/injuries requiring First Aid must complete a "Student/Staff Accident/Injury Form", this is a blue form (students) or a yellow form (staff), located in the Staff Workroom or the First Aid Office. Ensure these forms are completed fully and given to the School Nurse, who will then pass onto the Business Manager.

7.2 Students will not be released from the College without direct parental permission. A parent/guardian must enter the College to sign their student out. Students can only be collected by authorised contacts.

8. ONLINE REPORTING SYSTEM

8.1 The CEVN website (under Data & Surveys) contains an online school incident/near-miss reporting system to assist schools to meet their legal obligations under the Accident Compensation Act 1985 & Workplace Injury, Rehabilitation and Compensation Act 2013. The reporting system is used for accidents/incidents, injuries, illness or near-miss situations related to any employee, student, contractor or visitor of the College. Reports are made by the Principal and Business Manager.

9. RESOURCES

- *Workplace Injury Rehabilitation and Compensation Act 2013*
- *Occupational Health and Safety Act 2004 (Vic)*
- *First Aid in the Workplace Compliance Code 2008 (Vic)*
- *Department of Education and Early Childhood Development Website - www.education.vic.gov.au*
- *School Health and Safety: Hands on Guide CCH Australia, 2008*

11. FORMS/ADDITIONAL INFORMATION

- First Aid Checklist – First Aid Personnel
- First Aid Checklist – First Aid Kits
- First Aid Checklist – First Aid Rooms
- Medication Administration Record
- School Incident/Near-miss Report (on CEVN Website)