



Marymede Catholic College First Aid Policy



Marymede Catholic College is a multi-campus 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 Marymede Catholic 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 Marymede Catholic 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

Marymede Catholic 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 with clear 'First Aid' signage.

Facilities to be provided:

- At South Morang, First Aid is located in the western wing of the Main Administration building
- At Doreen, First Aid is located at Main Reception in the Ein Karem building
- facilities at each campus include: storage for general medical supplies (including general use auto-injectors and Ventolin); storage for individual student medications; access to computer for recording of all First Aid attendance and treatment in SIMON; landline and mobile phone; Adjustable first aid treatment bed; toilet; eye-wash; storage for off-campus first aid kits; automatic defibrillator; bio-waste and sharps disposal units; full PPE kits

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.

Supervision of the First Aid area will be provided as follows:

- at South Morang, two nurses at employed to staff First Aid
- at Doreen, all reception and admin staff will be Level 2 First-Aid qualified

In addition, Marymede Catholic College will employ an external provider for on-campus training for all teaching staff in HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 will be completed each year.

First aid kits

First Aid staff are responsible for the maintenance of first aid kits.

- location and contents of first aid kits:
kits are stored at First Aid, with additional kits provided to each Primary core teacher, and located in the following speciality rooms: Food Technology; Materials Technology; Science labs; Trade Training Centre; Fitness Centre; Primary Reception (South Morang); Secondary Reception (South Morang; Main Reception (Doreen & South Morang)).
See also: First Aid Risk Assessment
- procedures for camps and excursions:
prior to each camp and excursion, the First Aid team will prepare a proportional number of First Aid kits to ensure each group has its own kit. Groups with identified students at risk of anaphylaxis will have spare EpiPens in their kit.
- procedures for yard duty and school approved activities:
All staff at onsite activities (at both campuses) will have Microsoft Teams loaded on their mobile phones to contact First Aid in case of need. Primary staff all carry a basic first aid kit when on Yard Duty.
See Supervision Policy; Yard Duty Supervision – South Morang; and Yard Duty Supervision – Doreen.

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 the Executive Assistant to the Deputy Principal Professional Culture (for all campuses).

The First Aid Officers are:

- at South Morang, two qualified nurses at employed to staff First Aid
- at Doreen, all reception and admin staff will be Level 2 First-Aid qualified

In addition, Marymede Catholic College will employ an external provider for on-campus training for all teaching staff in HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 will be completed each year. All staff will also undertake annual training in the management of:

- anaphylaxis (ASCIA Anaphylaxis e-training for schools),
- asthma (Asthma Australia Asthma First Aid for Schools), and
- diabetes (Diabetes at School, Level 1).

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.

First Aid staff are to determine whether primary campus students presenting with infectious illnesses and their contacts require an [exclusion](#) period from school and abide by any minimum period in accordance with Department of Health.

Administration of First Aid for head injury

For students who have an impact to the head, suspected concussion, or observed concussion, our First Aid 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. Protocols to support a student returning to school from a concussion will be guided by the student’s treating medical practitioner and the Royal Children’s Hospital fact sheet e.g. include a graduated return to school with a support plan.

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.

- Procedure for requesting medical information from parents / guardians / carers annually and prior to camps, excursions or other school approved activities:
The PAM permission for every excursion and camp includes the requirement for parents / guardians / carers to update all medical details in the student's Medical Profile in PAM (which staff access through SIMON).
- Procedure for notifying parents after an incident, injury or when a student becomes ill at school:
The Sick Pass form in ISMON has the option to notify parents of each incident via email / App. First Aid staff are instructed to use this notification by default. Where a head-knock, serious injury occurs or a student is required to leave school early, the parent / guardian / carer will be contacted by phone

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are published on the school website under the Policies pages.

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

Marymede Catholic College First Aid Risk Assessment

Marymede Catholic College Supervision Policy

Marymede Catholic College Yard Duty Supervision – South Morang

Marymede Catholic College Yard Duty Supervision – Doreen

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.)

Approval date	October 2023
Risk rating	High
Publication	CEVN, School website

POLICY DATABASE INFORMATION	
Assigned Framework	Care, Safety and Welfare of Students
Related documents	School First Aid Form – School and Parent/Guardian/Carer School First Aid Risk Assessment
Superseded documents	MACS First Aid Policy and Guidelines – v1.1 – 2021 MACS First Aid Policy and Guidelines – v2.1 – 2022 MACS First Aid Policy and Guidelines – v2.2 – 2022 MACS First Aid Policy and Guidelines – v2.3 – 2022 MACS First Aid Policy and Guidelines – v2.4 – 2022
New policy	Marymede Catholic College First Aid Policy – v1.0 – 2023*

**N.B. MACS separated the school and MACS policies and guidelines in 2023, and re-started the version numbering.*