

# First Aid Procedures at MacKillop College



## Procedures

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

MacKillop College First Aid Procedures are based upon the size, location and nature of the workplace, the number and composition of staff and students, the nature of the hazards identified through the OHS program and the assessment of likely first aid requirements, which may include but not limited to, the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns and cardiac arrest.

### Aim of First Aid at MacKillop College

- To administer first aid to staff, students, and/or visitors in a competent and timely manner.
- To communicate, as appropriate, student's health concerns or injuries to parents/guardians and staff.
- To provide and maintain well equipped facilities to cater for the administration of first aid.
- To maintain a sufficient number of trained first aid staff.
- To encourage students, where possible, to take responsibility for their own health issues, when information is provided and supported by their parents/guardians.

The College has developed these First Aid procedures which are made available to all staff, volunteers, Third Party Contractors and the MacKillop College Advisory Board via the College's PolicyConnect system. It will also be made available to parents/guardians and students via our public website.

### 1. First Aid Assessment

The First Aid Officer(s) should ensure that the first aid assessment is conducted at regular intervals (at least annually, or more frequently where it is determined that changes at the workplace may impact on first aid needs) to determine the adequacy and appropriateness of existing first aid facilities in the college.

The first aid assessment must be completed by the First Aid Officer, in consultation with the OHS manager and Health and Safety representatives. Staff can be consulted during the completion of this assessment. A copy of the first aid assessment must be sent to the OHS manager to be tabled for the OHS Committee.

The following factors should be taken into account when determining adequate and appropriate first

aid services for our College. These include:

- a) Number and distribution of employees, students and regular visitors at the college.
- b) Location and/or isolation of the college.
- c) Size and layout of the college.
- d) Number of sites.
- e) Availability of emergency services.
- f) Types of incident, illness, and injuries to which employees, students and visitors may be exposed.
- g) Any particular circumstance or activity that would increase or decrease the risk of injury of individuals at the college.
- h) The number of staff and students who have medical conditions which may require health services at regular intervals and for monitoring of illness and/or medical conditions while in the College grounds.

The factors listed in point f) above may be determined by:

- i. Conducting walk through surveys
- ii. Reviewing incident, accident and injury or illness data
- iii. Evaluating work processes and safety information
- iv. Consulting with employees.

## **2. First Aid Treatment**

First aid provides the initial and immediate attention to a person suffering injury or illness. In extreme cases, a quick first-aid response could mean the difference between life and death. In many cases, first aid can reduce the severity of the injury or illness as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

The first aid plan is based upon the location and number of employees in the workplace, the nature of the hazards identified through the OHS Program and assessment of likely first aid requirements. Including but not limited to, the treatment of cuts, bruises, loss of consciousness, sprains, strains and fractures, shock, burns, and cardiac arrest etc.

## **3. First Aid Personnel**

### **First Aid Officers:**

In accordance with the Victorian WorkSafe Compliance Code for first aid in the Workplace, the employer determines the appropriate first aid facilities and the number of first aid trained personnel.

The employers need to consider:

- The size and layout of the workplace.
- The number and distribution of employees, including shift arrangements, overtime and flexible hours.
- The nature of the hazards and the severity of any risks.
- The location of the workplace.
- Known occurrences of accidents or illnesses.

Mackillop College has appointed the following individuals as First Aid personnel:

Campus	Primary First Aid Officers	Position	Extension Number
Main Campus	Maria Helebrant	First Aid Officer	201
St Mary's Campus	Vanessa Price	School Officer	256
Campus	Support First Aid Officers	Position	Extension Number
Main Campus	Annemarie Pettigrove	School Officer	204
Main Campus	Sue Rodriguez	School Officer	200
Main Campus	Leanne Daniels	School Officer	595
Main Campus	Carolyn Lazzaro	School Officer	295
Main Campus	Kellie Smith	School Officer	201
Main Campus	Julie Mullins (relieving)	School Officer	201
Main Campus	Magdalini Adamo	Casual	201

### Selection

When selecting personnel for first aid training, the college may consider:

- i. The employee's commitment to the role of first aid personnel.
- ii. The employee's availability to provide first aid services during regular student/employee hours.
- iii. The work areas that have been assessed as having a large number of hazardous activities (eg physical education, sporting competition, manual arts, home economics).
- iv. The employee's personal skills, characteristics and physical capacity, including reliability and ability to remain calm during an emergency.

### Responsibilities (*not exhaustive*)

- i. Provide initial care of ill or injured employees, students and others by rendering first aid treatment in accordance with their approved training.
- ii. Adequately supervise the ill or injured until no further treatment or assistance is required or until the ill or injured is/are handed over to an ambulance, medical personnel or to the parent/guardian.
- iii. Where appropriate recommending to Principals or Managers that additional medical advice is needed.
- iv. Record first aid treatment on the College's system.
- v. Arrange for parents/guardians to be contacted by phone/email and note when students present to first aid.
- vi. Report any hazard or incident to the College Health and Safety Manager, and the principal using the CompliSpace Assurance platform.
- vii. Adhere to adequate and appropriate infection control procedures in the performance of their duties.
- viii. Arrange for regular checking of contents of first aid kits including 'use by' dates, and for stocks to be replenished at regular intervals.

First Aid personnel must respect the confidential nature of any information provided during the course of any first aid treatment. Disclosure of personal information without consent is unethical.

## Training

- i. A variety of first aid accreditations are available from nationally accredited training organisations.
- ii. The minimum level of training required for first aid personnel is the following:
  - HLTAID001 – Provide cardiopulmonary resuscitation (annually).
  - HLTAID002 – Provide basic emergency life support.
  - HLTAID003 – Provide first aid.
- iii. The First Aid Office is overseen by a member of staff (First Aid Officer) with advanced first aid training including:
  - HLTSS00027– Occupational first aid skill set.
  - HLTAID006– Provide advanced first aid.
  - HLTAID007 – Provide advanced resuscitation.
  - HLTAID008 – Manage first aid resources and services.
- iv. First aid certificates are only valid for a determined period, usually three years. The validity of some first aid certificates may also be subject to specific requirements (eg. Refresher courses or evidence of proficiency in cardiopulmonary resuscitation). Therefore, appropriate arrangements should be made to ensure certification is renewed prior to expiry.
- v. It is the responsibility of the First Aid Officer to ensure their training is current.
- vi. The College determines funding arrangements for accredited first aid training courses.
- vii. The first aid training register is maintained on the College Administration System for First Aid Officers. It is the responsibility of the First Aid Officer to ensure this is up to date.
- viii. An additional training register is kept by the OHS Manager for all other teaching and ancillary staff who have completed first aid training.

## 4. First Aid Facilities

MacKillop College provides a First Aid Office for the provision of first aid to staff, students, volunteers, contractors and visitors that have sustained an injury or illness. MacKillop College ensures that adequate first aid supplies are stocked in both the First Aid Office as well as within any mobile First Aid Kits. The First Aid Signs, a green cross and white background are displayed for students, staff, visitors and emergency services to clearly identify the location of first aid assistance. The first aid locations are also marked on all evacuation maps in the school.

Emergency telephone numbers are prominently displayed for:

- Ambulance/Fire/Police.
- Local hospital.
- Poisons Information Centre.
- First Aid Officers names and contact numbers.
- First aid supplies are checked each term or after increased usage.

### Designated First Aid Office Locations:

MacKillop College has a combined total of 1,900 plus staff and students. A room is allocated for staff and students who are ill or injured. This room is not used for other purposes. Students in the First Aid

Office are supervised at all times. In the absence of the First Aid Officer, trained staff members will be available to administer first aid.

The fully equipped First Aid Office is attended by a Level 3 First Aid Officer. The First Aid Office is located inside the Tennison Woods Centre. This is a central location in the heart of the sporting/gym area. There is direct ambulance access to the First Aid Office.

St Mary's campus is a smaller setting, the First Aid Office is located in the central administration building.

<b>Location</b>	<b>Telephone Number</b>
First Aid Office – TWC (Main Campus)	03 87345201
Student Services (St Marys Campus)	03 87345256

The College has assigned responsibility for the First Aid Offices to the listed designated First Aid Officer(s)

<b>Location</b>	<b>First Aid Officer</b>
First Aid Office – Main Campus	Maria Helebrant
First Aid Office – St Mary's Campus	Vanessa Price

The First Aid Offices has a supply of basic first aid materials. This list complies with the Department of Education and Training (DET).

#### *Minimum First Aid Office requirements*

The following items are minimum requirements when establishing a First Aid Office:

- personal protective equipment (eye protection, gloves, apron/gown)
- resuscitation mask
- electric power points
- sharps disposal system
- biohazard waste container and sanitary waste bin
- work bench or dressing trolley
- storage cupboards for medicaments, dressings and supplies
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- blankets and pillows
- Wheelchair
- Bed
- an upright chair
- desk and telephone
- Signage indicating emergency telephone numbers

- Signage indicating emergency first aid procedures
- First Aid Summary Sheet clearly displayed

## 5. First Aid Kits

In excess of 90 First Aid Kits Located:

### *Main Campus*

In addition to the First Aid Office, First Aid Kits are available in several key areas throughout the college eg. every building and college vehicle. These kits are checked and restocked after treatments and at the beginning of each term by the First Aid Officer, to ensure that their contents comply with relevant legal regulations. Staff are to report use of stock to the First Aid Officer via email for re-stocking.

### *SMC Campus*

Additional kits are held in the administration office, managed by the First Aid Officer.

The College uses the WorkSafe Victoria Compliance Code for First Aid in the Workplace which provides the following guidelines.

### **Required Kit Contents**

A basic first aid kit in the workplace needs to include:

- Emergency Services telephone numbers and addresses
- Name and telephone number of workplace first aid personnel
- Basic First Aid notes
- Individually wrapped sterile adhesive dressing
- Sterile eye pads (packet)
- Sterile covering for serious wounds
- Resuscitation mask
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressing
- Medium sterile un-medicated wound dressing
- Large sterile un-medicated wound dressing
- Non-allergenic tape
- Crepe bandage
- Tweezers
- Scissors
- Sterile saline solution
- Disposable gloves
- Plastic bags for disposal
- Suitable book for recording details of first aid provided.

The quantities of these items and contents of First Aid Kits which are required will depend on the individual workplace's requirements and the particular hazards present in the workplace. The Code of Practice suggests additional modules, such as eye modules, burn modules and remote areas modules where particular hazards are present.

## 6. First Aid considerations for Off-Campus activities

### *Urban Areas*

For off campus activities to places where emergency first aid or medical services are available e.g. shops, museums, factories, hospitals or other schools, there is no requirement to provide a MacKillop First Aider however, the staff member will take an Excursion First Aid Kit and Excursion mobile phone.

### *Low risk activities*

All low risk activities must include one trained First Aider, with a First Aid Kit

It may be necessary to increase the number for First Aiders dependent on the outcome of the Risk Assessment for the activity.

### *High risk activities*

Due to the increased level of risk, the number of First Aiders and Kits must be suitable for the off-campus activity.

### *Rural and Remote Areas*

Off-campus activities in rural areas should include as many First Aiders and Kits as practicable. It may be necessary to alter the number of First Aiders and level of qualification e.g Remote Area First Aid, Wilderness First Aid etc, dependent on the outcome of the Risk Assessment for the activity, with the appropriate Outdoor Education First Aid Kits, Mobile and Satellite phones.

It is recommended that at least one person is trained in Mental Health First Aid or equivalent course attend or is available for rural/off campus activities.

Whenever practical, First Aiders should not all travel in the same vehicle.

### *International Activities*

For international activities, which are based at an overseas sister school, there are no requirements to provide a first aider from Australia. For international activities in urban, rural or remote areas, the requirements outlined in the above sections apply.

The college may enhance first aid requirements based on the risk assessment for the trip.

## 7. First Aid procedure for non-emergency response

### *Yard Duty*

Yard duty teachers must wear a red high visibility vest to assist students to easily identify them and carry a 2 Way Radio for communication.

Students can report to the yard duty teacher & present to the First Aid Officer for further first aid attention.

### *During Class*

During class, if a student requires first aid attention, they go to the First Aid Office with a note in their college diary.

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, the college should ask the parent/guardian or emergency contact person to collect the student and suggest that advice is sought from a medical practitioner.

### *Urgent but not Life-Threatening Situation*

Where there is an urgent but not life-threatening situation, the first staff member on the scene who is not suffering an injury, is responsible for:

1. Checking for immediate danger to themselves or others.
2. Immediately arranging for first aid treatment and/or transport to medical treatment, if required.
3. Securing the scene if necessary and safe to do so, and/or evacuating the area to prevent further risk of injury or damage.
4. If appropriate, using the College's first aid office for the initial treatment of the injured person requiring first aid or emergency care at the College:
  - Where possible, the College first aid officer, or a member of staff with appropriate first aid training, will lead the initial treatment of the student until more specialised medical personnel are available.
  - The College first aid officer, or a member of staff with appropriate first aid training should determine whether it is appropriate to bring the injured person to the first aid office or directly to hospital by calling an ambulance after the initial assessment.
5. Arranging for notifications as outlined below, and the injured person to be accompanied to hospital as follows:

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of overseas students, staff may accompany the student to the doctor or hospital.

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

6. Reporting the incident using our online Injury and Incident Notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our First Aid Office as well as our OHS Manager. The First Aid Office will immediately notify the relevant safety regulator if it is a safety

incident).

**Note:** It is not the role of school staff (including first aid officers) to:

- Make a decision about medical prognosis
- Determine whether the point of the not-for-resuscitation order has been reached

### **8. First Aid procedure for emergency response**

If a student is seriously injured or ill, call an ambulance immediately on 000. Staff member or first responder must be ready to provide the following details:

- Your name
- Location
- Number of people involved, and
- Details of the medical emergency.

The First Aid Officer should be alerted as soon as possible. This can be done by sending a student to the First Aid Office with a note in their diary or a staff member makes contact via telephone to College emergency number ext. 222.

Staff must never leave the student alone or attempt to move them.

Emergency response will advise the Principal and delegate a staff member to escort or direct the ambulance/medical personnel to the site of the emergency and arrange for first aid to be provided in the interim.

#### *Major Accident or Life-Threatening Situation:*

If a person requires urgent medical treatment whilst at the College, it is our policy that:

- In any life-threatening situation, the welfare of the person is paramount and must be given immediate priority.
- The College implements any immediate risk management measures including securing the site and evacuating, as required and outlined in our Incident (Emergency Situations) Response policy.
- The College provides appropriate first aid facilities.
- The College shall use appropriately trained staff who will provide a high level first aid service, and ensure that teaching staff who assist have appropriate first aid training.

AND

If the injured person is a student:

- the student's parents/guardians must be notified as quickly as possible.
- where their parent/guardian is unable to be contacted, or attend the College, or in the case of overseas students, staff may accompany the student to the doctor or hospital.

AND

If the injured person is a staff member:

- The College will provide or organise safe transport and care of the staff member to and from medical treatment as appropriate.
- Emergency contacts will be notified as soon as possible.

AND

If the injured person is a visitor to the College:

- The College will provide or organise safe transport and care of the visitor to and from medical treatment as appropriate.
- Depending on the age of the visitor, parents/guardians or emergency contacts will be notified, if possible.

In all cases:

- The College will immediately advise the safety regulator where serious injury, death or a serious near miss occurs, as per notifiable safety incident requirements.
- The College will report hazards that may have led to the injury or illness using CompliSpace Assurance to ensure that an investigation occurs, and effective corrective measures are implemented.
- The College will secure the site for investigation if deemed necessary by the safety regulator.

### **Death of a Person on College Grounds**

In the case of the death of a person on College grounds, the first staff member on the scene who is not suffering an injury, is responsible for:

- Checking for immediate danger to themselves others
- Immediately contacting Emergency Services/Police 000
- Immediately arranging for first aid treatment if unsure if the person is dead. Continue to perform CPR until Emergency Services or Police arrive and instruct otherwise. If in any doubt as the death of the person, treat the accident as a Major Incident or Life-Threatening Situation until Emergency Services or Police arrive.
- If certain of death, the body should be covered but NOT touched. The immediate area should them be isolated with a staff member remaining with the deceased until emergency services arrive
- Arranging for notifications as follows:
  1. If the injured person is a student, the student's parents/guardians must be notified as soon as practically possible.
  2. If the injured person is a staff member, emergency contacts will be notified as soon as practically possible
  3. If the injured person is a visitor to the College, depending on the age of the visitor, parents/guardians or emergency contacts will be notified as soon as practically possible
- Reporting the incident using our online Injury and Incident notification form in CompliSpace Assurance as soon as practicable. (This will immediately alert our First Aid Office as well as our OHS Manager. The First Aid Office will immediately notify the relevant safety regulator if it is a safety incident).

### **9. Accompanying students transported by emergency services**

Upon the Principal's discretion (or his delegate), a staff member may accompany a student transported by emergency services when one or more of the following applies:

- A parent/guardian or emergency contact person cannot do so
- The age or development of the student justifies it
- The student chooses to be accompanied
- Alternative supervision for remaining students can be arranged

## 10. Accompanying students by private vehicle

On the rare occasion when a school staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure that:

- The driver is not distracted
- The student can be constantly supervised

It is recommended one of these adults is VIT accredited.

## 11. Accident and Incident Recording

The College records all information relevant to the first aid management of an injury or illness.

The recording system on the College Administration System provides:

- The date and time of the incident
- Type of Incident
- Signs and symptoms observed by the first aid attendant
- A description of the incident and/or symptoms
- Care given
- Contact Parent/Guardian
- First Aider Name
- Whether the person returned to work/class, went home or was transferred to a doctor or hospital

Reportable Incident Systems:

- PolicyConnect / Complispace (this will immediately alert our OHS Manager)
- WorkSafe
- CEVN
- College Assurance Site

In the event first aid is administered off campus, staff must record the details, contact the parent/guardian and advise the First Aid Officer as soon as possible.

All serious injuries and WorkSafe notifiable injuries are also recorded on the College's Assurance Site.

## 12. Administering Medication

The College has designated suitably trained First Aid Officers to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

No Medication will be administered to students without the written permission of parents/guardians.

Storage:

Medication is stored in a locked cupboard in the first aid room.

The following medications are **not** locked and are easily accessible in the First Aid Office:

- Student and general use Adrenaline Auto Injector
- Diabetes management medication
- Asthma emergency kit

#### Recording:

All medications for students must be handed into the First Aid Office in original packaging with the relevant written authorisation. (Action Plan or Student Medical Form). This is then recorded on the College administration system.

- Parental authorisation
- Medical practitioner's instructions
- Name of student requiring medication listed on the container
- Specific dosage to be administered to student
- Time medication to be taken by student
- Route medication to be taken eg. Oral, inhalation, injection etc.

Staff supervision must be provided to ensure that the student self-administers the correct medication, in the proper dose via the correct method at the correct time of day in accordance with the written instructions provided by the parents/guardians. These details are recorded and parent/guardian advised.

#### Medical Records

When a student enrolls at the College, Confidential Medical information is provided, which will be filed electronically when returned to the College. Enrolment documentation contains a privacy statement advising parents/guardians and students of the purpose of collection and situations where information will be disclosed. Parents/Guardians are required to keep the College updated of any changes to the medical information given. New information will be recorded on the relevant College Administration Systems.

It is the College's policy that:

- Student medical information must be provided by parents/guardians on enrolment.
- Student medical records are updated regularly as advised by parents/guardians for incorrect, out-of-date, incomplete or misleading information.
- Student medical records are stored securely to protect against misuse, loss, unauthorised access, modification or disclosure. This is detailed in the College Records Management policy.
- Information regarding students' medical conditions is used by the College on an as needs basis to assist in the management of students ongoing health needs.
- Access to medical records may be provided to the parents/guardians upon request under certain conditions, depending on the age of the student.

Medical information collected includes details of a student's:

- Immunisation history (Tetanus only)
- Past medical/surgical history
- Mental health
- Asthma status
- Anaphylaxis/Allergies
- Prescription medication
- Dietary requirements

- Other medical conditions.

On an ongoing basis, the College manages student medical records in the following ways:

- Regular reminders are forwarded to parents/guardians requesting that they review and update their son/daughter's medical information as needed.
- Parents/guardian are required to review and confirm their child's medical information via the various College Communications Systems
- Parents/guardians are required to communicate all updates to their child's medical information as they become aware of the changes.
- Individual health care plans are developed as required and retained in the students file with their medical records.
- All medication dispensed is recorded on the College Administration System.
- After providing first aid, a record of all actions taken are recorded on the College Administration System.
- Medical information is safeguarded via locked storage and password access to computerised records.
- Records are kept by the college in accordance with the College's record retention policy.

The confidentiality of medical details must be respected at all times. Information which is considered necessary for the wellbeing and safety of students will only be disclosed to relevant staff as needed. Information will only be shared according to the privacy statement on the student medical record form. These circumstances include where:

- Parents/guardians provide consent to share the information.
- Students who are independent minors provide consent.
- There is an imminent threat to the safety or welfare of a student (e.g. potential suicide).
- There is a legislative requirement to share the information (e.g. child protection mandatory reporting obligations).

### **13. Communication with parents/guardians**

The College will ensure that parents/guardians of an injured or ill student are notified, so that they can make arrangements to collect the student. The First Aid Officer will also make certain that requests for updated first aid information will be sent home, including requests for any high-priority medical plans and forms, (eg. Anaphylaxis, Asthma, Diabetes etc) and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year. Parents are contacted by phone/email and note when students present to first aid.