



CATHOLIC LADIES' COLLEGE  
A YEAR 7 TO 12 CATHOLIC GIRLS COLLEGE *girls flourish here*

# First Aid Policy

Stage	Date	Ratified
Initiated	?	?
Review 1	May 2010	May 2010
Review 2	June 2014	July 2014
Next Review		

MARY AIKENHEAD MINISTRIES  
IN THE TRADITION OF THE SISTERS OF CHARITY

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# First Aid Policy

Founded by the Sisters of Charity in 1902, Catholic Ladies' College (CLC) is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society. We are a welcoming, robust and inclusive community, which seeks to value and appreciate excellence and justice, compassion and collaboration, diversity and individuality.

## Purpose

Catholic Ladies' College appreciates that from time to time staff, students and visitors may require First Aid treatment during school hours.

This policy aims to ensure that people receive appropriate assistance, while at the same time assisting staff at the College understanding their role in supporting this practice.

## Guiding Principles

- People in need of First Aid should receive this in a competent and timely manner.
- Students who require First Aid during school hours, will have this information conveyed to their parents in an accurate and timely manner.
- The College will maintain supplies and facilities to cater for the administering of first aid.
- The College will aim to have sufficient staff members trained with current First Aid Qualifications.
- Suitably equipped First Aid kits will be available throughout the school and are to accompany all excursion activities.
- Notification of any first aid incidents will occur and records will be kept.

## Intended Audience

Staff	√
Parents	√
Students	√
Broader Community	

## Related Documents

Anaphylaxis Management Policy  
 Anaphylaxis Management Procedures  
 Excursion/Incursion Policy  
 Medication Policy  
 Critical Incident (Emergency Management) Policy

## Developed by

Deputy Principal Student Wellbeing

## References

Safe Work Australia – Code of Practice – First Aid in the Workplace



## Procedures

Expectations	Person[s] Responsible
<ul style="list-style-type: none"> <li>• A sufficient number of staff (including the First Aid Manager) to be trained to First Aid Level Two Certificate, with up-to-date CPR qualifications.</li> <li>• All staff will be provided with basic first aid management skills, including blood spills (usually the responsibility of the Maintenance staff) and a supply of protective disposable gloves will be kept in Staff Studies for use by staff.</li> <li>• At the commencement of each year, requests for updated first aid information will be sent home for parents to complete. This will include requests for any:             <ul style="list-style-type: none"> <li>▪ Asthma Management Plans</li> <li>▪ High priority medical forms</li> <li>▪ Anaphylaxis Action Plans</li> </ul> </li> <li>• Year 7 parents to be given hard copies of all Policies on commencing at the College.</li> <li>• General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time and anaphylaxis management protocols addressed.</li> <li>• For special events that may have the potential for a higher than usual occurrence of injuries e.g. Interhouse Sporting days a registered nurse will be employed to work with the First Aid Manager in administering First Aid to students.</li> </ul>	<p style="text-align: center;"><b>Principal or their Nominee</b></p>
<p><b>Sick Bay</b></p> <ul style="list-style-type: none"> <li>• The First Aid Manager will oversee the operation of the Sick Bay and ensure:             <ul style="list-style-type: none"> <li>▪ its availability for use during school hours.</li> <li>▪ a comprehensive supply of basic first aid materials are available in the designated First Aid storage area.</li> </ul> </li> <li>• All students who attend Sick Bay will have the following details recorded by First Aid Manager in the Student Management System:             <ul style="list-style-type: none"> <li>▪ Name of student</li> <li>▪ Date and time presented</li> <li>▪ Time left Sick Bay to return to class or go home.</li> </ul> </li> <li>• Details of the nature of the first aid attention and any treatment given will also be recorded. The First Aid Manager will give the completed form to parents when they pick up their daughter or when required it will be posted home to parents.</li> <li>• The First Aid Manager is responsible for the general upkeep of the Sick Bay, purchase and maintenance of first aid supplies and first aid kits.</li> </ul> <p><b>Treatment of injuries/illnesses</b></p> <ul style="list-style-type: none"> <li>• Minor injuries only will be treated by the supervising Teacher or First Aid Manager.             <ul style="list-style-type: none"> <li>▪ more serious injuries – will require the parents being informed and the student being conveyed by the parent or by ambulance to a more appropriate place for treatment</li> <li>▪ Some serious injuries need to be referred to WorkCover Victoria by the College. The number is 132360. Examples include seizures/loss of consciousness, lacerations requiring stitches, injuries to backs or eyes, electric shocks, allergic reactions required medication being administered by a Doctor or paramedic, falls from greater than 2 metres, exposure to substances.</li> </ul> </li> <li>• No medication (including headache tablets) will be administered to students. A detailed explanation of this matter is contained in the College Medication Policy.</li> </ul> <p><b>Parent communication/notification</b></p> <ul style="list-style-type: none"> <li>• Parent/s of all students who access First Aid/Sick Bay will receive a completed <i>Student Illness Report</i> indicating the nature of the first aid attention and any treatment given. The form will be given to parent/s when they collect their daughter or posted home to parents.</li> <li>• In cases of serious injuries/illnesses, parent/s will be contacted by the First Aid Manager so that professional treatment may be organised. Any injuries to a student's head, face, neck or back will be reported to parents as soon as possible.</li> </ul>	<p style="text-align: center;"><b>First Aid Manager</b></p>



<ul style="list-style-type: none"> <li>Parents of students who are ill will be contacted to take the student home. The student will only be permitted to travel home if accompanied by a parent or designated adult. The parent/s of students who drive to school will be contacted by the FIRST AID MANAGER.</li> <li>Parent/s who collect their daughter from school for any reason must sign their daughter out of the College in a register maintained in the College Administration Office.</li> </ul>	
<ul style="list-style-type: none"> <li>All school Camps/Retreats will have at least one staff member with a Level 2 First Aid Certificate at all times.</li> <li>The Teacher in Charge, is responsible for obtaining the appropriate First Aid Kits, Student Medication, along with a mobile phone. The First Aid Kit/s, Student medication and a mobile phone are to be taken by the staff member/s supervising all out of school activities.</li> <li>The teacher in charge of an out of school activity is to: <ul style="list-style-type: none"> <li>collect all parental permission forms;</li> <li>account for the particular medical needs of any student attending the out of school activity;</li> <li>notify the First Aid Manager in advance of the need for a First Aid kit (Excursion policy) and other appropriate medical supplies (for example, EpiPen®).</li> </ul> </li> <li>The permission forms, First Aid Kits and appropriate medical supplies are to be handed into the Administration office on the teacher in charge's return to the College.</li> </ul>	<b>Teacher In Charge of Excursions</b>
<ul style="list-style-type: none"> <li>All injuries or illnesses that occur during school hours are to be referred to the First Aid Manager who will manage the incident.</li> <li>A Sick Bay Admittance form is to be given to a student who needs to attend Sick Bay. This form must be signed by a teacher and presented by the student to the First Aid Manager for admittance to Sick Bay. A Sick Bay Admittance form contains the following details: <ul style="list-style-type: none"> <li>Student name and Homeroom</li> <li>Date</li> <li>Time note was issued</li> <li>Reason for the admission</li> </ul> </li> <li>Another student is to accompany a student who is being sent to Sick Bay.</li> <li>Any students with injuries involving blood must have the wound covered at all times.</li> <li>Any accidents/injuries that occur during school hours or on College activities, must be recorded by the supervising teacher on the <i>Accident/Medical Incident Report</i>. <b>These forms are available on the College Portal</b></li> <li>The First Aid Manager to maintain a confidential up to date register of all students' medical conditions. This information is to be presented as a medical alert in individual student records on the Scholaris portal. Access to medical alerts on the Scholaris portal is restricted to staff members.</li> </ul>	<b>Staff</b>
<ul style="list-style-type: none"> <li>A Management Plan is to be provided to the College for all students with a chronic illness.</li> <li>The College is to be informed should the health status of students change during the time of their enrolment.</li> <li>An Asthma Management Plan is to be submitted at the beginning of each year for all students diagnosed with asthma. Students with a documented Asthma Management Plan will have access to asthma medication at all times.</li> <li>A current Anaphylaxis Action Plan is to be provided to the College for students diagnosed as anaphylactic. Parent[s] of a child diagnosed as anaphylactic is required to meet with a designated member of the Leadership Team to develop the student's Anaphylaxis Management plan. The College has a separate Anaphylaxis Management Policy which outlines the procedures related to the management of students diagnosed as anaphylactic at the College.</li> <li>A permission form signed by a parent which indicates a student's medical condition and gives teachers'/staff members' permission to contact a doctor or ambulance should instances arise where their daughter requires treatment must be provided for a student to attend an out of school activity or excursions. The permission form will be taken on the out of school activity by the teacher in charge and handed into the Administration Office on return to the College. A copy of the generic permission form can be accessed by parents on the College website.</li> <li>It is recommended that all students have personal accident insurance and ambulance cover, as the College will not be liable for the cost of treatment to a student provided by Health Professionals.</li> </ul>	<b>Parents</b>