

# Catholic Ladies' College



## First Aid

[clc.vic.edu.au](http://clc.vic.edu.au)

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Under the Stewardship of  
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



# Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

## First Aid Policy

Catholic Ladies' College (the College) is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call, the College 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.

### Purpose

To provide:

- a safe work environment for all members of the College community
- a particular duty of care for the safety of its students
- first aid arrangements and facilities to ensure all injured and unwell people get immediate and adequate treatment
- first aid arrangements and facilities for all school approved activities, including those activities that take place off site or out of school hours
- training and resources in place to meet the first aid needs of staff, students and others in the workplace.

### Scope

This policy applies to all students, staff, families (including Parents/Guardians/Carers), contractors, volunteers and other individuals on College premises or engaged in College-approved activities (including camps, excursions, overseas tours and events held outside normal school hours)

### Guiding Principles

The following principles underpin this policy:

- the College is responsible for ensuring a safe working and learning environment for all members of the College community
- the Principal and staff have a duty of care to all students and will ensure the provision of adequate facilities, training and resources to support this in the College
- First aid is provided promptly, safely and within the level of staff training, with escalation to medical services where required.

### Definitions

**Anaphylaxis** - Anaphylaxis is a common medical emergency and a life-threatening acute hypersensitivity reaction. It can be defined as a rapidly evolving, generalized, multi-system allergic reaction. Without treatment, anaphylaxis is often fatal due to its rapid progression to respiratory collapse

**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.

**Staff** - individuals directly employed by the College

### Policy

#### 1. First Aid Provision

The College will ensure first aid assistance to staff, students and others in the event of illness or a medical emergency on site and during all College-approved activities (including off-site activities such as camps, excursions and overseas tours, and events outside normal school hours)



Sufficient staff will be trained in accordance with the *Occupational Health and Safety Act 2004 (Vic)* and relevant guidance, taking into account the number of students, the activities being undertaken and the environment.

A First Aid Officer and sufficient staff with current first aid qualifications will be available at all times to respond and assist an ill or injured person. Additional trained staff will be available as required according to the nature of activities and proximity to medical facilities.

All staff will undertake training for anaphylaxis management as per the CLC Anaphylaxis Management Policy available at <https://clc.vic.edu.au/our-school/policies/>.

## 2. Risk Assessment

A first aid risk assessment will determine the minimum first aid requirements for the College and will consider:

- the size and layout of the College – buildings, external areas
- high risk areas (e.g. technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage)
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others, such as volunteers or visitors
- previous incidents or trends in illness or injuries
- the nature of onsite activities
- the nature and location of camps, excursions, overseas tours and other off-site activities
- College vehicles in use
- proximity to medical facilities and access to emergency services
- proximity of hazards in the College or local environment
- the number of designated and trained first aid officers
- the location and suitability of the first aid room
- the number, location and contents of first aid kits.

The risk assessment is to be reviewed annually or after a significant medical event to ensure that the first aid resources in the school continue to meet the needs of the College community. A first-aid risk assessment is also to be completed prior to camps, incursions, excursions and overseas tours.

## 3. Training Requirements

The Principal (or delegate) will ensure that designated first aid officers complete recognised training appropriate to their role and will determine the number of first aid officers required in the school.

### First Aid officers:

- **First Aid:** The minimum training requirement is HLTAID003 – Provide First Aid. This certificate is to be renewed **every three years**.
- **CPR:** In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 certificate must be renewed **each year** by first aid officers.
- **Anaphylaxis:** The Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and supervisor training must be completed **every 2 years** by first aid officers and/or nominated individuals (or **every 3 years** if Anaphylaxis training is done face to face, Course in First Aid Management of Anaphylaxis 22578VIC)
- **Asthma:** Training in the management of asthma should be undertaken **annually** by First Aid Officers.

### Staff:

The Principal will ensure there are sufficient staff trained in first aid to meet the needs of the College.

- **CPR:** All staff are to complete the refresher course in Cardiopulmonary Resuscitation (CPR) HLTAID001 **each year**.
- **Anaphylaxis:** All staff are to attend **two briefings each year** on anaphylaxis management conducted at



the College by designated and qualified anaphylaxis supervisors. In compliance with *Ministerial Order 706*, all Victorian school staff are recommended to complete the ASCIA e-training course with in-person autoinjector competency check by a qualified supervisor within 30 days of completing the course. Staff are required to complete this training every two years (or every 3 years if Anaphylaxis training is done face to face if completing First Aid Management of Anaphylaxis 22578VIC).

- **Asthma:** Training by all staff **every 3 years**.
- **Other Conditions:** Additional training in other medical conditions, such as diabetes or epilepsy may be recommended following the first aid risk assessment.

A register of all first aid training is kept in the College by a person nominated by the Principal.

#### Summary:

Training	Who attends it?	Additional requirements	How often?
First Aid Training HLTAID003 – Provide First Aid	First Aid Officers		Every three years
Cardiopulmonary Resuscitation (CPR) HLTAID001	First Aid Officers All staff		Annually
ASCIA e-training course	All staff and First Aid Officers	A qualified supervisor must evaluate an individual's competency in administering an adrenaline autoinjector (within 30 days of completing the e-training course)	Every two years (or 3 years if 22578VIC face-to-face)
Anaphylaxis management staff briefings	All staff	Conducted by qualified supervisors	Twice yearly, with one at the start of the year
First Aid Management of Anaphylaxis 22578VIC	Nominated staff with a student at risk of anaphylaxis in their class or as deemed required by the Principal	Face to face	Every three years
Asthma Management	First Aid Officers	Online through Asthma Australia	Annually
Asthma Management	All staff	Online through Asthma Australia	Every 3 years
Other medical conditions, e.g. diabetes, epilepsy	Nominated staff		As required

#### 4. Responsibilities of First Aid officers

First aid officers will:

- provide initial care to injured or ill staff, students or others by delivering first aid treatment within their scope of training
- document first aid provided in College systems and complete all required forms
- refer the injured or unwell person for further medical advice or assistance where appropriate
- call emergency services (000) without delay when required
- attempt to contact parents/guardians/carers or emergency contacts as soon as reasonably practical
- maintain first aid kits and advise when stock is low or expired
- maintain current qualifications and participate in required training.

First Aids Officers are not required to diagnose conditions or to provide ongoing medical assistance.



## 5. Administration of First Aid for Head Injury or Concussion

The College will manage head injuries and suspected concussions in line with current best practice.

For impacts to the head, suspected concussion, or observed concussion, College staff can use Concussion Recognition Tool 6 (or another recognised tool/app as chosen by the College) to assist in identifying a suspected concussion.

### Recognition and Immediate Response

If a student demonstrates symptoms of a moderate to severe head injury symptoms (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 College will **call an ambulance immediately**.

### Parent/Guardian/Carer Communication and follow up

If the Concussion Recognition Tool 6 (or recognised tool/app as chosen by the College) is used, the First Aid Officer will contact the parent/guardian/carers about the injury, even if the symptoms resolve.

In the event of a suspected concussion, the parent/guardian/carers will be asked to collect the student and obtain a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, the College will act on medical advice where this is provided to support a return to school and associated activities including participation in sport.

Information provided by the Royal Children's Hospital is given to every student/parent/guardian/carers when a head injury occurs.

## 6. Location of First Aid Facilities

The First Aid room is in the Reception area and is easily accessible by the College community and emergency services, and readily identifiable with appropriate signage. This room is not used for any other purpose and is well-lit and ventilated. The first aid facility is equipped in accordance with the WorkSafe Compliance Code: First aid in the workplace. A locked cabinet for the storage of medication is available in the facility.

The first aid room or area is in a location that can be supervised by a staff member with first aid training.

If it is not possible to provide a first aid room (e.g. offsite), a suitable temporary area will be provided for ill or injured staff, students or others to rest. This area will meet as many requirements as possible for the management of the condition.

## 7. First aid kits

First Aid kits are located in Reception, all staff studies, Currajeen (CS4 VCE Leader Office), Resource Centre, Food Technology, Staff Room, Maintenance, YLTL Offices, Gymnasium x 2 (upstairs and downstairs, Learning Diversity Office).

First Aid Kits can be easily accessed by Yard Duty supervisors.

The First Aid Officer is responsible for checking the contents of first aid kits and checks the kits **every 6 months** or replenishing as required after use or if the consumables in the kits have expired.

The content of First Aid kits for excursions, camps and other off-site events may vary as appropriate to the activities to be undertaken and the level of risk for staff and students, as determined by the relevant risk assessment. Staff also take a school supplied mobile phone to communicate with the college if there is a medical emergency or they need to call an ambulance.

## 8. Communication with Parents, Guardians and/or Carers

Information about the College's policies and procedures for first aid, distribution of medication, and management of students with medical conditions will be provided to parents, guardians and/or carers via the College website, newsletters or online applications.

Parents/Guardians/Carers must provide up-to-date and accurate medical information relating to students,



including information about conditions such as anaphylaxis, asthma, epilepsy and diabetes. Parents/Guardians/Carers will be requested to provide this information annually, prior to camps, excursions and overseas trips and whenever their child's medical condition changes. In most cases, updates to this information will be administered online by the parent/guardian/carer.

Records of incidents, injuries and first aid treatment are documented by the College. A sick bay report will be completed when first aid is administered and an incident report completed if there is an injury. These reports will be filed by the College and a copy provided for the parent, guardian and/or carer of the student.

Parents, guardians and/or carers will be notified as soon as possible if an ill or injured student is to be collected from the College. When a parent/guardian/carer cannot be contacted, the Principal or delegate will contact the emergency contact nominated by the parent, guardian and/or carer.

## 9. Related Policies, Standards and Resources

CLC Accident Management

CLC Medical Records (Student) Policy

CLC Medication Administration Policy

CLC Anaphylaxis Management Policy

CLC Occupational Health & Safety Policy

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

*Education and Training Reform Regulations 2017 (Vic)*

*Occupational Health and Safety Act 2004 (Vic)*

*Ministerial Order 706*

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](#)

[VCEA 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](#)

## 10. Review Schedule

Stage	Date	Ratified	Ratified by
Initiated	2010	2010	
Review 1	2012	2012	
Review 2	2014	2014	
Review 3	2017	2017	
Review 4	2020	2020	
Review 5	2025	October 2025	Executive