

SIENA COLLEGE CAMBERWELL FIRST AID POLICY



SIENA
COLLEGE
CAMBERWELL

POLICY TITLE: FIRST AID POLICY

DEVELOPED / REVIEWED BY

Deputy Principal Wellbeing and Strategy
Risk and Compliance Manager
Human Resources Manager
Siena College Policy Committee

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the March 2023 meeting. Policy to be reviewed within the first 12 months to ensure accuracy to current legislative requirements.

DOCUMENT DEVELOPMENT PROCESS

This Policy was first developed by Deputy Principal, Antonella Rosati, Risk and Compliance Manager, Larissa Banks and Human Resources Manager, Sarah Egan, in February 2023, based on the revised Child Safe Standards which came into effect from July 2022. Policy was presented to the Policy Committee for the first time at the March 2023 meeting.

RATIONALE

As a Dominican College, governed by Dominican Education Australia (DEA), we hold justice and service as a central pillar of our identity and mission. The mission of Siena College is to engage young women in a challenging education that empowers them with the personal resources to make a difference in the world by searching for truth through a culture of lifelong learning.

Siena College has a responsibility to provide a safe work environment for all members of the College community. The College has a particular duty of care for the safety of the students.

Appropriate first aid facilities, training and resources must be in place at the College to meet the first aid needs of staff, students and others either on the premises or in College approved activities, including those activities that take place off site or out of school hours.

DEFINITIONS

first aid	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. A first aid officer will carry out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the attending ambulance officer or medical practitioner.
first aid officer	Staff members who have current first aid qualifications and are designated to provide initial care of ill or injured staff, students, or others.

PRINCIPLES / GUIDING PRINCIPLES

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First aid facilities to meet the needs of staff, students and others must be in place in the College and for College approved activities, including off site activities such as camps and excursions, and out of hours events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

It is the responsibility of the Principal or their delegate to ensure that designated first aid officers 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.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by all staff.

First aid for anaphylaxis and asthma are provided for in the College:

- Anaphylaxis Policy
- Medical Management Policy

PROCEDURES

First aid training for staff

The minimum training requirement is HLTAID011 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.

All staff are to attend two briefings on anaphylaxis management conducted at the College by the anaphylaxis supervisors. In compliance with Ministerial Order 706, it is required that all staff undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the course. Staff are required to complete this training every two years.

A register of all first aid training is kept on EMS.

First aid kits

The Health Centre will be fully equipped in accordance with the Worksafe compliance code; First aid in the workplace

The College will also maintain:

- 10 portable first aid kits (Large) and 10 (small) for use in excursions, camps or yard duty
- The portable first aid kits will be stored in the Health Centre
- The Health Centre Coordinator is responsible for maintaining all first aid kits

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Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Health Centre and monitored by the Health Centre Coordinator or Nurse. Depending on the nature of their symptoms, staff may contact parents/carers/guardians or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student or staff member:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency, other staff may assist in the administration of first aid within their level of competence
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer/guardian consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time
- Staff may also contact NURSE-ON-CALL (1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week
- If first aid is administered for a minor injury or condition, staff may notify parents/carers/guardians if the nature of the injury or condition is a concern
- If first aid is administered for a serious injury or condition, or in an emergency situation, staff will attempt to contact parents/carers/guardians or emergency contacts as soon as reasonably practicable
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will contact parents/carers/guardians or an emergency contact person, recommend that advice is sought from a medical practitioner and if immediate medical attention is required, request parents/carers/guardians to collect the student
- Whenever first aid treatment has been administered to a student, Siena College will:
 - Record the incident on Synergetic
 - If first aid was administered in a medical emergency, report the incident to the Health Centre Coordinator, Principal and Deputy Principal. In the case of someone being admitted to hospital, Workcover would also be advised.

RESPONSIBILITY

- Principal (Primary responsibility)
- Deputy Principal Wellbeing and Strategy
- Risk and Compliance Manager

RELATED LEGISLATION

- Occupational Health and Safety Act 2004 (Vic.)
- Occupational Health and Safety Regulations 2017 (Vic.)

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RELATED SIENA COLLEGE POLICIES

- Anaphylaxis Policy 2022
- Medical Management Policy 2022

RELATED DOCUMENTS

Department of Education and Training Victoria First Aid Content Checklist

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/resources>

Worksafe – First Aid in the Workplace

<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

Murdoch Children's Research Institute Head Check Concussion Recognition Support Tool

https://www.mcri.edu.au/images/documents/migrate/headcheck_0.pdf

The Royal Children's Hospital Melbourne Head Injury - return to school and sport

https://www.rch.org.au/kidsinfo/fact_sheets/Head_injury_return_to_school_and_sport/

CECV Student Activity Locator

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so, the policy should be referred back to the developer/s.

NEXT REVIEW

March 2024

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/cms/file/137417?returnUrl=L2hvbWVwYWdlLzMONTI%3D>

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