

## 1. Vision

The vision for Catholic Education Sandhurst Limited (CES Limited) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

## 2. Introduction

Sandhurst Catholic Schools operate with the consent of the Bishop of Sandhurst and are owned and operated by Catholic Education Sandhurst Limited (CES Limited). This Policy forms part of the Duty of Care Framework which is available at St Monica's Primary School website – [www.smwodonga.catholic.edu.au](http://www.smwodonga.catholic.edu.au) .

Sandhurst Catholic Schools have a responsibility to provide a safe, work environment for all staff, students, contractors, volunteers and other members of their school communities. They have a particular duty of care for the safety of students. It is important, therefore, to identify the first aid arrangements and facilities in place to ensure all injured and ill people get immediate and adequate treatment.

## 3. Definitions

**First Aid** is the emergency treatment provided to staff, students, contractors, volunteers 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** are staff members who have been trained in first aid and are designated to provide initial care of ill or injured staff, students, contractors, volunteers or others.

**School** - in addition to being a place for student learning it is also a **workplace** for CES Limited staff, contractors and volunteers.

### 4. Purpose

Appropriate first aid facilities, training and resources must be in place in each Sandhurst Catholic school to meet the first aid needs of staff, students, contractors, volunteers and others in the workplace or school or involved in school approved activities, including those activities that take place off site or out of school hours.

### 5. Principles

Sandhurst Catholic Schools will:

- engage with parents, guardians and/or carers of students to obtain all relevant information relating to the health needs of students
- ensure the care, safety and wellbeing of all students in relation to health and first aid is maintained at all times
- ensure that the management of student health records complies with the, *OHS Act 2004 (Vic)*, *Health Records Act 2001 (Vic)* and *the Privacy Act 1988 (Cth)*
- assist students with all first aid and health care needs using procedures outlined in this policy, where this support cannot reasonably be undertaken by the students themselves
- will ensure that each staff member has adequate knowledge and first aid training
- maintain a register of staff, First Aid and Health Management training that is current at all times.

### 6. Scope

This policy applies to all staff, students, contractors, volunteers and others in all schools and workplaces governed and operated by CES Limited.

### 7. Policy Statement

First aid facilities to meet the needs of staff, students, contractors, volunteers and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions and out of hours school events. 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, the activities being undertaken and the environment.

A First Aid Officer with current first aid qualifications must always be available to respond to and assist an ill or injured person. Additional staff with relevant training must be available depending on the student population, specific staff and student medical conditions, proximity to medical facilities and the nature of activities being undertaken.

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

A First Aid Risk Assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of campuses
- the number of staff, students, contractors, volunteers and others in the workplace
- known medical conditions of staff and students
- previous incidents or trends in illness or injuries
- the nature and location of camps, excursions and other off-site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This Risk Assessment will identify the following:

- the number of designated first aid officers
- level of first aid training required and in accordance with the type of medical conditions of staff and students
- the location of first aid room, if required
- the number, location and contents of first aid kits.

The Risk Assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the school community.

A First Aid Risk Assessment is required to be completed where persons may be exposed to hazards that could result in serious injury or illness that would require immediate medical treatment This includes but is not limited to:

- Workshops/technology rooms
- Kitchens
- vehicles
- camps and excursions

A first aid risk assessment can also be completed specifically for areas or locations of the school where high risk activities are conducted, such as technology rooms, laboratories, and kitchens, by completing the [CECV First Aid Risk Assessment checklist](#).

### 7.1 First Aid Officer Training

It is the responsibility of the Principal or their delegate to ensure that designated first aid officers have completed the recognised training. The First Aid Risk Assessment will determine the level of first aid training to be undertaken and the number of first aid officers required in the school.

The minimum training requirement is HLTAID003 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 must be completed each year.

### 7.2 First Aid Training for Staff

All staff are to complete the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 each year.

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

Training in the management of asthma should be undertaken annually. Depending on the student population, 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 school by a person nominated by the Principal of each Sandhurst Catholic School. Responsibility for this will be recorded in the relevant person's role description.

### 7.3 Responsibilities of first aid officers

First aid officers provide initial care to injured or ill staff, students, contractors, volunteers or others by delivering first aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the first aid officer will refer the ill or injured person to additional medical advice or assistance. The first aid risk assessment will determine the appropriate number of staff designated as First aid officers in each school. Principals of Sandhurst Catholic Schools must ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

### 7.4 Location of first aid

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well lit and ventilated. The first aid facility is to be

equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students, contractors, volunteers or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid training at all times. A locked cabinet for the storage of medication must be available in the facility.”

The First Aid kits other than those used specifically for students, will be located in accordance with the First Aid Risk assessment and Worksafe compliance code: First aid in the workplace.

### 7.5 Communication with parents, guardians and/or carers

Information about each Sandhurst Catholic School’s policy and procedures for first aid, distribution of medication and management of students with medical conditions will be provided to parents, guardians and/or carers. Updates to the policy and procedures will be provided through the school’s website, newsletters or online applications.

Sandhurst Catholic Schools will request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents, guardians and/or carers will be requested to provide this information annually, prior to camps and excursions and if the child’s medical condition has changed.

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 and/or carer of the student.

Parents, guardians and/or carers must be notified as soon as possible if required to collect an ill or injured student from the school. When a parent cannot be contacted, the principal will contact the emergency contact nominated by the parent, guardian and/or carer.

## 8. Resources

### CECV Resources First Aid

Worksafe compliance code: First aid in the workplace

## 9. Appendices

**Appendix 1:** School Procedures

**Appendix 2:** [CECV First Aid Risk Assessment](#)