



St Mary's College for the deaf (St Mary's College) is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS Specialist Schools Ltd (MACSS).

## Purpose

This policy is aligned with the First Aid Policy for MACS schools. The policy sets out the actions and resources required in St Mary's College to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

## Scope

This policy applies to students, staff, families and others at St Mary's College.

## Principles

The following principles underpin this policy:

- our school has a responsibility to ensure a safe working and learning for all members of school communities
- the principal and all staff have a duty of care to all students and the provision of adequate facilities and resources supports this in the school.

## Policy

St Mary's College is responsible for providing first aid assistance to students in the event of illness or a medical emergency.

### First aid facilities

The principal ensures that first aid facilities are in place to meet the needs of staff, students and others in school environments and for school approved activities, including for off-site activities such as camps and excursions, and out of hours school events. The area has appropriate signage and is readily identified at each campus as:

Dandenong (St John's Regional College) - Main Office/ First Aid

Ringwood (Aquinas College) – Health Centre

South Morang (Marymede Catholic College) – First Aid

Sunbury (Salesian College) – Student Hub/First Aid

Tarneit (Thomas Carr College) – Health Centre

Wantirna South (Holy Trinity Primary School) - First Aid

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 in the school or engaged in the activities, the activities being undertaken and the school environment.

### First aid kits

Each campus has a first aid kit kept in the St Mary's space at the partner school. These kits contain an asthma inhaler, epi pen, non-stick wound dressings, adhesive strips, gauze swabs, alcohol & antiseptic swabs, triangular bandages, crepe bandages, stainless steel scissors, saline solution, safety pins, stainless steel tweezers.

The Administration Officer is responsible for maintaining the first aid kits.

The kit is taken by the Campus Organiser on St Mary's excursions (Opening Assembly and St Dominic's Day). When attending partner school camps and excursions, the partner school organiser is responsible for taking a first aid kit.

During yard duty, if a first aid kit is required, this can be accessed at the first aid point at the partner school.

## First aid staff and training

First aid officers provide initial care to injured students, staff or others in accordance with their level of training. They are not required to diagnose conditions or provide ongoing medical assistance.

The principal or their delegate will ensure that designated first aid officers and general staff 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.

Where appropriate, a first aid officer will refer the ill or injured person to additional medical advice or assistance.

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

Training for anaphylaxis management is undertaken by all staff in the school.

A register of all first aid training is kept in the school by the Deputy Principal Staff. This includes the level of first aid training and other training that staff undertake including Asthma and Anaphylaxis.

## Administration of First Aid

School staff are responsible for providing first aid assistance to students in the event of illness or a medical emergency.

Our school staff who have been trained will administer first aid in accordance with their training. Trained staff can provide basic first aid with [DRSABCD](#).

In a medical emergency, staff take emergency action and do not need to obtain parent/carer consent to do so. Staff contact Triple Zero "000" for emergency medical services at any time.

On each occasion where first aid is administered to a student with a minor injury or condition, our school staff will notify parents/guardians/carers by contact details available at school. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.

For primary schools at our South Morang and Wantirna South campuses, school staff are to determine whether students presenting with infectious illnesses and their contacts require an [exclusion](#) period from school and abide by any minimum period in accordance with Department of Health.

### Administration of First Aid for head injury

For students who have an impact to the head, suspected concussion, or observed concussion, our school staff can use the Concussion Recognition Tool 5 to help identify a suspected concussion.

If a student demonstrates symptoms of a [moderate to severe head injury](#) (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 school is to call an ambulance immediately. If the Concussion

Recognition Tool 5 is used, the school must contact the parent/guardian/carer about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian/carer is asked to collect the student and have a medical assessment.

If a student has been diagnosed with a concussion/mild head injury, our schools will act on medical advice where this is provided to support a return to school and associated activities including participation in sport. This may include a graduated return to school with a support plan.

Due to the nature of cochlear implants and bahas, staff must relay this information to any treating medical professionals.

## Communication with parents /guardians / carers

The school requires parents to provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents are requested to provide this information annually, prior to camps and excursions and if the child's medical condition changes since the information was provided.

Records of incidents, injuries and first aid treatment are documented. First aid records are retained within the school and in line with MACS policies for information recordkeeping, retention and disposal.

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 / carer of the student.

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

Parents / guardians / carers are reminded on a regular basis to update medical information through PSG meetings and prior to St Mary's excursions. Parents / guardians / carers notify the school via email or a phone call to the office. If a Medical Management Plan or Medication Authority Form is required to be updated, the St Mary's Administration Officer will notify the parent / carer / guardian and provide them with new forms to complete and return. This information is provided to the partner schools by the St Mary's Administration Officer on enrolment or as changes arise.

For partner school camps, excursions or other school approved activities there may be additional information requested by the partner school.

The partner school First Aid Officer/nurse will notify the St Mary's Head of Campus and the parents after an incident, injury or when a student becomes ill at school.

The St Mary's Head of Campus is responsible for ensuring a St Mary's First Aid Record is completed by the person who treated the student such as the partner school nurse and then forward this to the St Mary's Administration Officer, who will provide this to families by email. This document will be stored in the student's shared google folder under Allied Health and Medical.

This policy and other school policies and procedures for the distribution of medication and management of students with medical conditions are published on the school website.

## Definitions

### 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.

## Related policies and documents

### Supporting documents

SMC First Aid Risk Assessment Template  
SMC First Aid Record Template  
SMC First Aid Procedures

### School-based processes and guidelines

SMC First Aid Procedures

### Related MACS policies and documents

Administration of Medication Policy  
Anaphylaxis Policy  
Excursion, Camps and Travel Policy  
Medical Management Policy for MACS Schools  
Medical Management Procedures for MACS Schools  
OHS Policy – Schools

### Resources

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](#)  
[CECV 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](#)

## Legislation and standards

*Education and Training Reform Regulations 2017 (Vic.)*  
*Occupational Health and Safety Act 2004 (Vic.)*

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