



1. Policy commitment

- 1.1 First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death. In many cases first aid can reduce the severity of an injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety.
- 1.2 By law, Flinders Christian Community College (**College**) is required to provide appropriate first aid facilities. The College is committed to protecting the health and wellbeing of students and staff at all times.
- 1.3 The College has developed this Policy and our *First Aid Procedure Manual* based upon the size, location and nature of our workplace, the number and composition of employees and students we have, the nature of the hazards we have identified and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, feelings of illness and cardiac arrest.
- 1.4 This Policy is implemented through a combination of:
 - (a) staff training and supervision
 - (b) maintenance of medical records
 - (c) appropriate signage
 - (d) effective incident notification procedures
 - (e) initiation of corrective actions where necessary
 - (f) effective communication procedures with the College community.

2. Scope

- 2.1 This Policy is supplemented by the College's *First Aid Procedure Manual*, which outlines procedural content relevant to the operation of Student Health including paperwork required for completion following administration of first aid.
- 2.2 This Policy applies to all members of the College community across all campuses. Specific requirements in addition to those outlined in this Policy apply for excursions, camps and outdoor activities. Refer to related policies as outlined at Section 11 of this Policy.
- 2.3 Members of the community can access this Policy via Moodle and Knowledge base.

3. Definitions

- 3.1 For definition of terms, refer to **Annexure 1**.

4. Roles and responsibilities

- 4.1 The First Aid Officer at each campus is primarily responsible for the administration of first aid to ill or injured students or staff.
- 4.2 In an emergency situation, first aid may be administered by any trained member of staff.
- 4.3 When the First Aid Officer is absent, the appointed First Aid Attendant will familiarise themselves with the **First Aid Procedure Manual**.
- 4.4 It is the responsibility of the First Aid Officer to ensure that Instrumental Music Teachers are familiarised with the Individual Healthcare Management Plans relevant to any student they are instructing.
- 4.5 All members of the College community are responsible to ensure that they:
 - (a) take reasonable care for their own health and safety
 - (b) comply with any reasonable instruction given to them relating to health and safety at the College or on camps / excursions
 - (c) co-operate with and follow first aid procedures and report any injuries or illnesses.

5. Procedure to access first aid assistance

- 5.1 When a student indicates he or she is unwell during class, teachers authorise the student's departure from the classroom.
- 5.2 Able-bodied students may make their own way to the Student Health. A fellow student may accompany them if necessary.
- 5.3 During recess and lunchbreak, a student that has sustained a minor injury must firstly report to the Yard Duty teacher. If the injury requires further treatment the teacher will provide a *First Aid Permission Slip* and send the student to the Student Health.
- 5.4 Staff and students reserve the right to refuse treatment if of sound mind.
 - (a) A student refusing treatment will be documented in synergetic, incident report and notify parents/ guardian via phone.
- 5.5 In the event a student or staff member's health deteriorates after refusing treatment, the First Aid Officer shall render basic First Aid.
- 5.6 The College reserves the right to call an ambulance should a staff member or student's condition deteriorate or require further treatment.
- 5.7 When a student is unwell or has sustained an injury hindering them from participating in class, the Parents/Guardians will be called to collect their child.
- 5.8 In the event a student or staff member requires non-emergency medical treatment beyond the scope that the College is able to provide, Parent/Guardian of students will be notified of incident and required to transport student to appropriate medical facility.

6. First Aid Training

- 6.1 The accredited Australian unit of competency covering first aid, "*HLTAID003 - Apply first aid & 22282VIC The Management of Asthma Risks and Emergencies in the Workplace*" will be offered every 3 years to all staff, to be undertaken for the first time or to refresh skills.
- 6.2 Anaphylaxis e-training schools module is offered to staff every 2 years via Australia Society of Clinical Immunology and Allergy (ASCIA) website link.
- 6.3 This unit of competency will be delivered by a First Aid Instructor at a Registered Training Organisation.
- 6.4 The First Aid Officer is responsible for maintaining accurate records of training attendance, qualifications held by staff members, and when staff members are due to update training.

7. Medical Emergencies

- 7.1 In the event of a medical emergency the College reserves the right to call an ambulance and have the student or staff member taken to the closest Accident & Emergency Department.
- 7.2 The College will notify the Parents/Guardians/next of kin appropriately.
- 7.3 The First Aid Officer will administer basic first aid as appropriate until the ambulance arrives.

8. Camps and Excursions

- 8.1 Additional requirements are in place when students and staff leave College campuses on excursions or camps. These requirements should be read in conjunction with associated policies as outlined in Section 11 of this Policy.
- 8.2 The Camp/Excursion Co-ordinator is required to collect a First Aid Kit and mobile telephone prior to the outing.
- 8.3 On camp there is to be at least one staff member with Level 2 First Aid training (equivalent to completion of "*HLTAID003 – Provide First Aid*").
- 8.4 The Camp/Excursion Co-ordinator reserves the right to call an ambulance or seek further medical assistance as deemed necessary at the expense of the Parents/Guardians.
- 8.5 A copy of current Individual Health Management Plans for pertaining students are to be supplied by the First Aid Officer to the Camp Co-ordinator prior to a camp.
- 8.6 A School Camp Asthma Action Plan is to be completed by the Parent/Guardian and medical practitioner, and supplied to the school prior to the camp commencement.

9. Legal requirements for serious injuries in Victoria

- 9.1 All workplace incidents resulting in death, serious injury or which expose a person to an immediate health or safety risk must be reported immediately to WorkSafe Victoria on 132 360.
- 9.2 The College must ensure that no person interferes with the incident site unless authorised by WorkSafe Victoria, or to remove an injured person, or to prevent further harm.
- 9.3 An 'Incident Notification Form' (available from WorkSafe Victoria) must be completed and sent to WorkSafe Victoria within the following 48 hours.

9.4 All other injuries with respect to which compensation is or may be payable must be reported to the College's Agent within 10 days of receiving a Worker's Injury Claim Form.

10. Review process

10.1 This policy will be regularly reviewed by the College at least every 3 years or when there have been changes in the relevant laws and regulations which may affect the content of this Policy.

10.2 If you would like to provide the College with any feedback or suggestions to improve this Policy, please contact the Chief Financial Officer or Executive Principal.

11. Relevant legislative requirements and associated policies

11.1 This Policy must be read in conjunction with:

(a) the law of the Commonwealth and Victoria including but not limited to:

(i) *Occupational Health and Safety Act 2004 (Vic)*

(ii) *Occupational Health and Safety Regulations 2017*

(b) *"Excursions Policy – Overseas"*

(c) *"Excursions, Camps & Outdoor Activities Guidelines"*

(d) *"Asthma Policy"*

(e) *"Anaphylaxis Policy"*

(f) *"Medication Policy"*

Annexure 1 – Definition of Terms

Term	Definition
Health Management Plan	<p>means a document developed where a student is considered to be at high risk of requiring emergency medical intervention or requires the regular supervised administration of medication.</p> <p>Health Management Plans:</p> <ul style="list-style-type: none"> (a) are typically developed for students diagnosed with: <ul style="list-style-type: none"> i. severe asthma; ii. type 1 diabetes; iii. epilepsy; iv. anaphylaxis; v. eating disorders; or vi. self-harming behaviours. (b) document: <ul style="list-style-type: none"> i. the student's specific health care needs; ii. the agreed actions the College will take to meet those needs; iii. the procedures to be followed in emergencies; and iv. Parent/Guardian notification procedures. (c) are agreed between the College, the student (depending on their age), the student's Parents/Guardians and any relevant medical advisors (where applicable).
Registered Training Organisation	<p>means a training provider registered by the Australian Skills Quality Authority (or, in some cases, a state regulator – the Victorian Registration and Qualifications Authority in Victoria) to deliver vocational education and training (VET) services.</p>
Unit of competency	<p>means the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace.</p>

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Approval Authority	Executive Principal
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