

Catholic College Sale FIRST AID POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers, and authority to the Principal of Catholic College Sale Ltd (the College). This includes the effective implementation of this *First Aid Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

The College is committed to the provision of an effective system of first aid management to protect the health and safety of all College staff, students, volunteers, contractors, and visitors. This commitment is a requirement of the *Occupational Health and Safety Act 2004* (Vic.) and is a component of the College's duty of care to students and staff.

This duty of care extends to volunteers, contractors, and visitors in instances where illness and injuries occur at the College or off-campus school-sponsored activities.

3.0 PURPOSE

This Policy outlines first aid practices at the College. It clarifies the roles and responsibilities of College staff in ensuring effective first aid management and responses to students, colleagues, volunteers, contractors, and visitors to the College.

4.0 PRINCIPLES

- **4.1** Students, staff, volunteers, contractors, and visitors have a right to feel safe when attending the College and know that they will be attended to with due care when experiencing sudden injury or illness.
- **4.2** The College is committed to maintaining an effective system of first aid management to protect the health and safety of staff, students, volunteers, contractors, and visitors.
- **4.3** The College is committed to providing a safe environment wherein periodic first aid risk assessments are undertaken and all prevention and intervention strategies are regularly evaluated.
- 4.4 Incidents requiring first aid interventions are reported and recorded in order to monitor health and safety risks and, where required, to strengthen preventative and response measures.

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5.0 PROCEDURES

5.1 First Aid Officers

At the College, we ensure there is an adequate number of staff trained in first aid who provide initial care to ill/injured people attending the College by delivering first aid care in accordance with approved training and, where appropriate, referring the ill/injured person for additional medical advice and care.

The names of our first aid officers and their contact details (**Appendix 2**) are displayed in locations that include:

- Student Services Office (Sick Bay)
- St Mary's Hall
- Staff Room Noticeboard
- With all First Aid Kits.

5.2 First Aid Officer Training

The College ensures that all First Aid officers have undergone recognised first aid training. The College maintains a registry of all First Aid officers, listing first aid qualifications and renewal dates.

The cost of attendance at recognised first aid training courses is met by the College.

The minimum acceptable level of training for first aid officers for workplaces is the Senior First Aid Certificate (often referred to as a Level 2 First Aid Qualification) or its competency–based equivalent, HLTFA301B Apply First Aid (WorkSafe, 2008).

5.3 First Aid Qualifications

- All staff employed at the College are required to be proficient in Cardiopulmonary resuscitation (CPR), Anaphylaxis management, and Asthma management.
- CPR, Anaphylaxis, and Asthma training are undertaken annually.
- All staff who are required to provide first aid must have satisfactorily completed a recognised first aid training course, which is renewed every 3 years.
- Details of the level of training attained and renewal dates are recorded in a register. This register is kept up to date by the Compliance Officer.
- Additional training may be required to manage students with chronic health issues such as Diabetes, Asthma, Epilepsy, etc.

5.4 First Aid Equipment and Facilities

First Aid Kits

The number of first aid kits accords with WorkSafe requirements and is based on the number of staff and students at the College, i.e.

- One first aid kit for 10 to 50 employees
- One additional kit for every additional 50 employees up to 200
- One additional kit for every 100 additional employees above 200 (WorkSafe, 2008)

Location of First Aid Kits

The College's first aid kits are located in the following areas:

- Student Services (Sick Bay)
- Staffroom
- Science rooms x 3
- Maintenance office
- Stadium
- St Mary's Hall

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- Marian Centre
- Trade Skills Centre x 3
- Vet/VCAL classrooms
- Art classrooms
- John XXIII
- College vehicle

Special Arrangements for St Mary's Hall

St Mary's Hall is located adjacent to the College, across a low-traffic-volume public road. There is a First Aid Kit which includes a general-purpose EpiPen, which is located in the staff office on-site (with signage).

Casual Relief Teachers

Casual Relief Teachers are informed, by a delegated staff member and/or through the Learning Management System (SIMON class rolls), of students with diagnosed medical conditions and of the location of all College first aid centres and kits during their induction.

First Aid Kit Contents

In compliance with WorkSafe regulations, the first aid kits contain:

- Basic first aid notes
- Disposable gloves
- Resuscitation mask
- Individually wrapped sterile adhesive dressings
- Sterile eye pads (packet)
- Sterile coverings for serious wounds
- Triangular bandages
- Safety pins
- Small sterile unmedicated wound dressings
- Medium sterile unmedicated wound dressings
- Non-allergic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided
- Sterile saline solution
- Plastic bags for disposal.

The kits also contain phone numbers of emergency services, and a content checklist that is checked and replenished after each use and at the end of each term. The kits are checked by Student Services staff.

For school excursions, the contents may vary depending on the nature of the hazards in the area (e.g., rural, sporting, etc.).

Student Services staff periodically complete the First Aid Kits Contents Checklist (**Appendix 1**).

First Aid Rooms

The College provides three first aid rooms (one is a dedicated isolation room). Staff, students, and visitors are made aware of these locations.

The First Aid rooms:

- are located to provide easy access to ill/injured persons;
- are designated specifically for first aid purposes;

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- are clearly identified a green cross on a white background;
- are well illuminated and ventilated;
- have easy access for an ambulance;
- have easy access to toilets;
- have emergency telephone numbers prominently displayed (e.g., Ambulance, Fire Brigade, Police, local hospital, Poisons Information Centre) (**Appendix 2**);
- have a list of First Aid Officers' names and contact numbers clearly displayed (<u>Appendix</u>
 2);
- have designated First Aid Officer/s responsible for the room;
- are checked at least once per term or after increased usage.

The College meets the content requirements of the First Aid rooms, and Student Services Officers periodically complete the First Aid Kits Contents Checklist for the rooms (**Appendix 1**).

5.5 First Aid Records

The College has a system for recording all information relevant to the first aid management of an injury or illness.

First Aid Officers record all first aid treatments provided. The recording system includes:

- the date and time of the incident;
- a description of the incident and/or symptoms;
- signs observed by the first aid attendant;
- treatment given;
- whether the person returned to work/class, went home, or was transferred to a doctor or hospital.

The College also has an incident/near-miss reporting system for accidents/incidents, injuries, illness, or near-miss situations related to any staff member, student, contractor, or visitor to the College.

Incident/accident record books are also kept in the designated First Aid rooms.

5.6 Administration of Medication

Staff only assist in the administration of medications at the request of a student's parents, guardians or carers or medical/health practitioners.

Parents, guardians or carers must notify the College if their child requires supervision with medication. They must provide:

- the medication with the student's name listed on the container written by a pharmacist;
- written parental authorisation;
- the medical practitioner's instructions specific dosage, times to be administered, and route of administration (e.g., oral, inhalation, injection, etc.);
- a completed Medication Authority Form.

All medication dispensed is recorded by the designated staff member on the student's personal profile in SIMON.

Analgesics (pain medication) may be administered as required, but only when permission has been obtained from a parent, guardian or carer. An antihistamine may also be administered as a first aid response, such as for a recognised allergy, but not without permission from a parent, guardian or carer.

All student medications are stored in a secure area of Student Services.

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5.7 Communication with Parents, Guardians, or Carers

A member of Student Services ensures that parents, guardians or carers of an injured or ill student are notified as soon as possible, so that arrangements can be made to collect the student. When a parent, guardian or carer cannot be contacted, the Principal or delegate will contact the emergency contact nominated by the parent, guardian or carer.

A staff member of the College prepares the Individual Anaphylaxis Management Plan annually for each student and is to be signed by the parent, guardian or carer and the Principal.

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

6.0 APPENDICES

- 1. First Aid Kits Checklist
- 2. First Aid Contacts Summary Sheet

7.0 LEGISLATION AND RESOURCES

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Victoria Compliance Code: First Aid in the Workplace (updated November 2021)

8.0 RELATED POLICIES AND DOCUMENTS

- Administration of Medication Policy
- Administration of Medication Procedure
- Anaphylaxis Management Policy
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- Medical Administration Log
- Medical Authority Form
- Medical Management Policy
- Medical Management Communication Plan
- Student Health Care Needs Policy
- Student Health Support Plan

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9.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this Policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this Policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

10.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	August 2025
Next Review Date	August 2027

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Catholic College Sale First Aid Kit Contents Checklist

Below are lists of suggested contents for a number of different types of kits, including:

- standard first aid kits for schools
- technology and design kit
- excursion kit
- yard duty kit
- blood/body fluid spill kit
- first aid kits for central and regional offices.

The lists can be modified after consultation with the HSR and employees on matters such as the suitability of the kit to the task or activity for which the kit is required. They will also assist workplaces in the completion of first aid provisions inspections and stocktaking. When completing the lists, workplaces should note the type of item in the kit, the expiry date of the item, and whether the kit needs refilling in relation to that particular item.

Standard First Aid Kit for Schools

Item	Quantity	Туре	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
Sterne same ampoules	12	30ml		
Paper towels	1 packet			
	8	5 x 5cm		
Sterile unmedicated non-adhesive dressings	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids – non-allergic/plain	1 packet			
Single-use Nitrile gloves	3 packets	As required		
Steri strips ("butterfly" stitches)	1 packet			
Adhesive tape – non-allergenic/paper	1 roll	5 x 2.5cm		
	2	2.5cm		
Conforming bandages	2	5cm		
Comorning bandages	6	7.5cm		
	2	10cm		
Triangular bandages	6			
	2	2.5cm		
Crepe bandages (hospital weight)	2	5cm		
Crepe bandages (nospital weight)	6	7.5cm		
	2	10cm		
Heavy elastic bandages	2	15cm		
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			

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Item	Quantity	Туре	Expiry date	Refill?		
Written instructions on asthma management						
Resuscitation face mask (reusable)	1					
Medicine measure	1					
Stainless steel scissors	1					
Heavy-duty pair of scissors able to cut through clothing if necessary	1					
Sharps/Biohazard container for contaminated waste	as appropriate					
Plastic bags for the disposal of contaminated waste	as appropriate					
Tweezers	1 packet					
Gel packs (kept in refrigerator)	2					
Adhesive sanitary pads	1 packet					
Flexible "sam" splints	1 set					
Safety pins	1 packet					
Thermal blanket	1					
Blanket and sheet	1 of each					
Antiseptic hand wash/germicidal soap	1					
Box of paper tissues	1 box					
Ice cream containers or emesis bags for vomit	as appropriate					
Book to record details of first aid provided	1					
	4	small				
Non-stick unmedicated wound dressings	4	medium				
	4	large				
Sterile eye pads	1 packet					
Eye wash bottle	1					
Burns Module (non-stick gel-padded dressing with bandage attached)	4 modules					
Spare auto-injection device	as appropriate					

Excursion First Aid Kits: Quantities to be determined in consultation with the HRS and relevant employees based on activities being undertaken.

ltem	Quantity	Туре	Expiry Date	Refill?
Appropriate and current first aid manual	1			
Single-use nitrile gloves				
Gauze swabs		7.5 x 7.cm		
Sterile saline ampoules		15ml		
		30ml		
Paper towels				
Sterile unmedicated non-adhesive dressings		5 x 5 cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		

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		_	Expiry	
Item Band aids – non-allergic/plain	Quantity	Type	Date	Refill?
. .				
Steri strips ("butterfly" stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		
		7.5cm		
		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		
		5cm		
		7.5cm		
Heavy elastic bandages		10cm		1
Ventolin puffer		15cm		1
				1
Spacer device for Ventolin use (not reusable)				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure				
Stainless steel scissors		modium		
Heavy-duty pair of scissors able to cut		medium		
through clothing if necessary				
Disposable splinter probes				
Sharps container for waste				
Tweezers				
Chemical cold packs (no refrigeration				
required)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Ice cream containers or emesis bags for				
vomit				<u> </u>
Plastic bags for the disposal of contaminated				
waste				
Book to record details of first aid provided				
Non-stick wound dressings (padded		small		
dressing with bandage attached)		modi: ::-		
		medium		
		large		
Resuscitation masks (disposable)				
Spare advangling outs injection device	as			
Spare adrenaline auto-injection device	appropriate			1

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Technology and Design Areas: Quantities determined by HSR and relevant employees.

			Expiry	
ltem	Quantity	Type	Date	Refill?
Suitable and current first aid manual	1			
Gauze swabs		7.5 x		
		7.5cm		
Sterile saline ampoules		15ml		
	12	30ml		
Paper towels				
Sterile unmedicated non-adhesive dressings		5 x 5cm		
		10 x		
		10cm		
Band aids – non-allergic/plain				
Steri strips ("butterfly stitches")				
Adhesive tape - non-allergenic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		7.5cm		
Crepe bandages (hospital weight)		2.5cm		
		7.5cm		
Heavy elastic bandages		15cm		
70% alcohol swabs (for cleaning reusable		130111		
items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Stainless steel scissors		medium		
Heavy-duty pair of scissors				
Sharps container for waste				
Tweezers				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Plastic bags for the disposal of items				
Book to record details of first aid provided				
Burns Module (non-stick gel-padded				
dressing with bandage attached)				
Eye Injury Module (sterile eye				1
pad/saline/tape)	6			
Eye wash bottle	1			
Non-stick wound dressings (small, medium,				
large)	2 of each			
Spare adrenaline auto-injection device	as			
	appropriate			

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Yard Duty Bags

			Expiry	
<u>Items</u>	Quantity	Type	Date	Refill?
Single-use nitrile gloves	2			
Sterile saline ampoules	6			
Gauze bandages	1	2.5cm		
	1	5cm		
Band-Aids	1 packet			
Resuscitation face mask (reusable)	1			
Mobile phone/cordless phone/two-way radio (optional)	1			
Heavy elastic bandages		15cm		
Spare adrenaline auto-injection device	as appropriate.			

Blood Spill/Vomit Kit

Items	Quantity	Туре	Expiry Date	Refill?
Single-use nitrile gloves	1 packet			
Paper towels	1 packet			
Single-use plastic bags	As appropriate			
Detergent				
Absorbent material "kitty litter"				
Biohazard waste bin				
Eye Protection (Glasses)			_	
Gown				

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Catholic College Sale

First Aid Contacts Summary Sheet

General

Location Address: 51-53 Desailly Street, Sale VIC 3850

Nearest Cross Street: Macalister Street Sale

Location of First Aid Room: Student Services (Allman Building)

Victorian Poisons Information Line: Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in the event of an Emergency.

First Aid Officers – (HLTAID012)

Barnsley	Ursula	651	Fitzgerald	Scott	796	Hurst	Jenny	721	Pashos	Liam	612
Bown	Rachael	710	Forcadela	Cesar	713	Johnson	Candice	612	Putnam	Catherine	609
Boyd	Alannah	707	Freeman	Leonardo	752	Johnson	Samuel	749	Rainey	Laura	717
Boyd	Carmel	730	Fuessel	Tania	722	Johnston	Kate	730/724	Reilly	Jennifer	612
Brown	Kerri	612	Fyfe	Hayley	608	Johnston	Kylie	766	Robbins	Anthony	723
Burgiel	Kelly	602	Gaden	Selina	703	Jones	Lachlan	605	Robbins	Kerrie	612
Butcher	Danny	651	Gardiner	Sarah	743	Jones-Evans	Shelley	731	Robinson	Tye	781
Caldwell	Neeve	701	Garner	Sophie	716	Kapoor	Mahendra	609	Sandeman	Catherine	613
Cannon	Julie	612	Garoni	Martin	782	Kelly	Cassandra	715	Scholtes	Corey	609
Carstairs	Kirralee	752	Gierens	Hans	777	Klisiewicz	Dorothy	717	Simm	Andrea	786
Cashman	Tahnee	607	Gieschen	Jo	651	Latta	Cameron	609	Slattery	Jacinta	608
Castle	Hayley	612	Goudie	Jason	791	Lazzaro	Bryan	749	Slattery	Julie	630
Cockman	Julie	705	Grant	Lindy	650	Lee	Paul	610	Smart	Chris	614
Collins	David	759	Greenwood	Kate	615	Lees	Lucy	716	Smith	Maree	608
Condeza	Rachel	612	Greig	Scott	616	Mawhinney	Michelle	716	Steer	Juanita	612
Condeza	Roy	744	Guareschi	Kiera	743	McBean	Luke	781	Stubbe	Josh	794
Considine	Laura	799	Hadden	Susan	782	McGuiness	Dawn	612	Sutton	Nicole	614
Cousin	Thomas	716	Hargreaves	Molly	716	McIntosh	Nancy Lee	716	Swasbrick	Rebecca	630
Curtis	Rodney	651	Harrigan	Loretta	612	McPadden	Niall	651	Toma	Rocky	722
Davidson	Rosie	716	Haskew	Nicki	722	Morrison	Emily	727	Traeger	Reece	742
Davis	Josh	737	Hassett	Brinagh	608	Morrison	Kristine	778	Turner	Ben	742
Dimarco	Belinda	612	Higgins	Sally	608	Moulton	Julia	748	Viljoen	Ineke	609
Donald	Kate	791	Hobbs	Jeff	795	Murphy	Jamie	652	Wheeler	Kara	747/715
Dwan	James	744	Hogan	Damian	752	Nash	Shannon	722	Wheeler	Tom	602
Edgar	Alison	776	Holland	Jayne	606	Parkinson	Emilie	612	Willoughby	Kylie	612
									Wright	Anita	722

Warden/Incident Controllers

Name:Anthony RobbinsWork Location: AL113Name:Kaitlyn AbrahallWork Location: SP112BName:Sam JohnsonWork Location: Maintenance

Evacuation Assembly Point: Marist Reserve

Nearest Medical Centre:73 Pearson Street, SaleTelephone: (03) 5144 5766Nearest Hospital:155 Guthridge Parade, SaleTelephone: (03) 5143 8600

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