



# 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 (CC Sale). This includes the effective implementation of this *First Aid Policy* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

Catholic College Sale (CC Sale) 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 College or at off-campus school-sponsored activities.

### 3.0 PURPOSE

This policy outlines first aid practices at CC Sale. 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.

## 5.0 PROCEDURES

### 5.1 First Aid Officers

At CC Sale, 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)
- Cathedral 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 CC Sale are required to be proficient in CPR, Anaphylaxis management and Asthma management.
- Cardiopulmonary resuscitation (CPR), Anaphylaxis and Asthma training is 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

At CC Sale, first aid kits are located in the following areas:

- Staffroom

- Science rooms x 3
- Maintenance office
- Stadium
- St Mary's Hall
- Marian Centre
- Trade Skills Centre x 3
- Vet/VCAL classrooms
- Art classrooms
- John 23<sup>rd</sup>
- Student Services Office
- College vehicles.

### **Special Arrangements for Cathedral Hall**

Cathedral 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 Epi-pen which is located in the staff office onsite (with signage).

### **Casual Relief Staff**

Casual relief staff are informed of students with diagnosed medical conditions and 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;
- 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 (**Appendix 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 staff 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/carers or medical/health practitioner.

Parents and guardians/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 procedure (e.g. oral, inhalation, injection, etc).

All medication dispensed is recorded by the designated staff member on the College's First Aid register.

Analgesics (pain medication) may be administered as required, but only when permission

has been obtained from a parent or carer/guardian. An antihistamine may also be administered as a first aid response, such as for a recognised allergy, but not without permission from a parent or carer/guardian.

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

## 5.7 Communication with Parents, Guardians or Carers

A member of the Student Office ensures that parents, guardians or carers of an injured or ill student are notified, so that arrangements can be made to collect the student.

A member of the Student Office also makes certain that requests for updated first aid information for students will be sent home, including requests for any updated asthma, diabetes and anaphylaxis management plans.

## 6.0 APPENDICES

1. First Aids Kits Checklist (attached)
2. First Aid Contacts Summary Sheet (attached)

## 7.0 LEGISLATION & 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 COLLEGE POLICIES & DOCUMENTS

- Anaphylaxis Management Policy
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- Student Health Care Needs Policy
- HLTAID003 - First Aid Training Register

## 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. APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	June 2022
<b>Next Review Date</b>	June 2024

## 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	Type	Expiry date	Refill?
<b>Appropriate and current first aid manual</b>	1			
<b>Gauze swabs</b>	100	7.5 x 7.5cm		
<b>Sterile saline ampoules</b>	12	15ml		
	12	30ml		
<b>Paper towels</b>	1 packet			
<b>Sterile un-medicated non-adhesive dressings</b>	8	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
<b>Combine pads</b>	12	10 x 10cm		
<b>Band aids – non-allergic/plain</b>	1 packet			
<b>Single use Nitrile gloves</b>	3 packets	As required		
<b>Steri strips (“butterfly” stitches)</b>	1 packet			
<b>Adhesive tape – non-allergenic/paper</b>	1 roll	5 x 2.5cm		
<b>Conforming bandages</b>	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
<b>Triangular bandages</b>	6			
<b>Crepe bandages (hospital weight)</b>	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
<b>Heavy elastic bandages</b>	2	15cm		

Item	Quantity	Type	Expiry date	Refill?
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			
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 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			
Non-stick un-medicated wound dressings	4	small		
	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 HSR and relevant employees based on activities being undertaken.

Item	Quantity	Type	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 un-medicated non-adhesive dressings		5 x 5 cm		



Item	Quantity	Type	Expiry Date	Refill?
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids – non-allergic/plain				
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		
		10cm		
Heavy elastic bandages		15cm		
Ventolin puffer				
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		medium		
Heavy duty pair of scissors able to cut 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				
Plastic bags for disposal of contaminated waste				
Book to record details of first aid provided				
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				

Item	Quantity	Type	Expiry Date	Refill?
Spare adrenalin auto - injection device	as appropriate			

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

Item	Quantity	Type	Expiry 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 un-medicated 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 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 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 pad/saline/tape)	6			
Eye wash bottle	1			
Non-stick wound dressings (small, medium, large)	2 of each			
Spare adrenalin auto-injection device	as appropriate			

### Yard Duty Bags

Items	Quantity	Type	Expiry 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 adrenalin auto-injection device	as appropriate.			

### Blood Spill/Vomit Kit

Items	Quantity	Type	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				

# 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 an event of an Emergency.

### First Aid Officers – (HLTAID003)

Jenny Hurst	721	Candice Johnson	612
Kerri Brown	724	Corey Scholtes	609
Gail Perry	730	Dawn McGuinness	612
Lindy Grant	610	Sherie Killeen	726
Julie Cockman	705	Andrea Simm	786
Jamie Murphy	743	Jim Sutton	746
Leonie Allen	707	Anthony Robbins	748
Kristine Morrison	778	Ursula Barnsley	743
Jackie Gieschen	712	Marie Peatling	722
Melissa Churchill	703	Heather Eaton	612
Lucy Lees	791	Jane Robbins	782
Jeff Hobbs	795	Kerri Robbins	612
Steve Dugan	749	Jim Kelliher	775
		Tahnee Cashman	716

### Warden/Incident Controllers

Name: <u>Tim Morrison</u>	Work location: <u>AL113</u>
Name: <u>Jim Sutton</u>	Work location: <u>AL114</u>
Name: <u>Steve Dugan</u>	Work location: <u>Maintenance</u>

### Evacuation Assembly Point Marist Reserve

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#### Nearest Medical Centre

Telephone: (03) 5144 5766

Address: 73 Pearson Street Sale

#### Nearest Hospital

Telephone: (03) 5143 8600

Address: 155 Guthridge Parade Sale