



MARIAN COLLEGE

First Aid Policy

Marian College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

Purpose

The policy sets out the actions and resources required by the College to ensure adequate first aid provision for students, staff and others in the school environment and when engaged in school approved activities.

Policy

This Policy applies to all the College staff members, parents, students, contractors, subcontractors and volunteers (Stakeholders). This Policy applies to digital and social media other than endorsed College learning and collaboration platforms.

First Aid Facilities

- The Principal ensures that first aid facilities are in place to meet the needs of staff, students and others in the College environment and for approved activities, including for off-site activities such as camps and excursions, and out of hours events.
- The area has appropriate signage and is readily identified as the First Aid room and is located at Main Reception. In this area, the First aid facilities are supervised by First Aid trained administration staff located in this area.

First Aid Kits

- First aid kits are located in the main school office and at designated locations within the College.
- First aid kits are replenished no less than once per annum. This is the responsibility of the Risk and Compliance Officer and student reception – Medical.
- First aid kits for camps are to be collected by the camp leader from student reception. After each camp the kits are audited and replenished by student reception – Medical.
- Procedures for yard duty and school approved activities are organised by the AP – Staff and Strategy and monitored by the College Organisation Team.
- First aid staff have training annually.

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 maintained in the College's staff compliance system by the Risk and Compliance officer with oversight of the Assistant Principal – Staff and Strategy.

Administration of First Aid

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

Our College 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 following Emergency Procedures 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, College staff will notify Parents & Guardians by contact details available on the student management system. On each occasion where first aid is administered for a serious injury or condition, or in an emergency, staff will attempt to contact Parents & Guardians emergency contacts as soon as reasonably practical.

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 College is to call an ambulance immediately. If the [Concussion Recognition Tool 5](#) is used, the school must contact the parent/guardian about the injury, even if the symptoms resolve. In the event of a suspected concussion, the parent/guardian is asked to collect the student and have a medical assessment.

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

Communication with Parents & Guardians

The College 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 College and in line with College policies for information recordkeeping, retention and disposal.

An incident report will be completed when first aid is administered. This report will be kept on College records and a copy provided for the parent / guardian of the student via learning management system – SEQTA.

Parents & Guardians are notified as soon as possible if required to collect an ill or injured student from the College. When a parent / guardian / carer cannot be contacted, the Principal or delegate will contact the emergency contact nominated by the parent / guardian.



Medical information is collected from Parents & Guardians annually and prior to camps, excursions or other school approved activities via school information system. Parents are asked to check and update this information each term.

Parents are called after an incident, injury or when a student becomes ill at school and the school procedures for illness are followed from the school office.

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

Definitions

For the purpose of this policy the following terms are defined as follows:

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.

Supporting Documentation:

First Aid Risk Assessment – Template for Schools

First Aid Form – School and Parent/Guardian/Carer Record – Template for Schools

Legislation and Standards:

Education and Training Reform Regulations 2017 (Vic.)

Occupational Health and Safety Act 2004 (Vic.)

Document History

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