

Muhammadiyah Australia College

FIRST AID POLICY



Endorsed on:	April 2026
Endorsed by:	Board of Directors
Next review:	April 2028

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Purpose

The purpose of this policy is to ensure:

- parents and the College community understand the College's approach to first aid for students attending the College or while on excursions/camps.
- College staff understand their responsibilities and duties to administer first aid and to ill or injured students.
- the College maintains sufficient staff trained in first aid and maintains adequate first aid equipment and supplies.

From time-to-time, Muhammadiyah Australia College staff might need to administer first aid to students at the College, particularly during school hours, or during school activities outside the College's ground. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

This policy does not cover first aid for anaphylaxis and asthma, they are covered separately in the College's *Anaphylaxis Policy* and *Asthma Policy*.

Scope

This policy applies to all College staff, including volunteers and contractors, and to parents and students.

What is first aid?

First Aid is the initial care of someone who is ill or injured and is often given on the spot. Usually, this occurs before medical treatment arrives and the real cause or condition of the individual is known.

First aid may:

- ease pain or discomfort
- help the person recover more quickly
- save a life

First aid may be useful in many situations, such as when dealing with:

- bites and stings from insects, spiders, plants, snakes, sea creatures and other animals
- airway problems, for example, following anaphylaxis, asthma or choking
- an unconscious person
- burns including chemical burns and electrical shocks

- injuries such as eye injuries, grazes, cuts and wounds, sprains, broken or suspected broken bones
- poisoning
- swallowed objects or substances

Staffing

The Principal will ensure that Muhammadiyah Australia College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the College community. The College First Aid Officer Register (Appendix III below) is reviewed on an annual basis as part of the annual review of our Emergency Management Plan. The Principal is responsible for monitoring and updating the First Aid Officer Register.

The procedures for updating and monitoring the College First Aid Officer Register include:

- At the beginning of the school year, staff are required to submit copies of their current First Aid qualifications and training certificates.
- The Principal alerts staff to renew their qualifications or training when the expiry dates approach.
- It is mandatory that all staff providing first aid at the College complete a recognised first aid training course satisfactorily. The cost of attendance at recognised first aid training courses will be incurred by the College.
- During Term 4, the College offers all staff the opportunity to add or renew First Aid Training as part of their Professional Development.

The College's trained first aid officers are listed in our Emergency Management Plan (EMP). The EMP includes the expiry dates of the training.

First Aid Qualifications

- All staff required to provide first aid will have satisfactorily completed a recognised first aid training course which is renewed every three (3) years.
- The minimum acceptable level of training for the College First Aid Officers will be the senior first aid certificate (often referred to as a Level 2 first aid qualification) or its competency-based equivalent (HLTAID011 Provide First Aid).

A sufficient number of staff (including at least 1 Admin staff member) will have completed the "Provide First Aid" HLTAID011 course, including with up-to-date CPR qualifications.

First Aid Room

The First Aid Room is located in the main office building and is easily accessible to staff, students and parents. It is located near the main school entrance for access by ambulances and for

monitoring by administration staff.

DIAGRAMATIC PLAN - FIRST AID ROOM

MUHAMMADIYAH AUSTRALIA COLLEGE
1-3 KILLARNEY DRIVE - MELTON VIC 3337
SEPT 2021

NOT TO SCALE
REV A - 06.09.21 - FINAL APPROVED ISSUE



First Aid Kits

Muhammadiyah Australia College will maintain:

- a first aid kit which will be stored at the College's First Aid Room.
- Ten (10) portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored at the College's First Aid Room.

The College First Aid Officer will be responsible for reviewing first aid supplies and maintaining all first aid kits. Refer to Appendix IV below - First Aid Kit Checklist.

First aid management and procedures

If there is a situation or incident which occurs at the College or a school activity which requires first aid to be administered to a student:

- College's trained First Aid Officers including the Administrative Officers will administer

first aid in accordance with their training.

- In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Privacy and confidentiality of the students receiving treatment are to be upheld.
- Minor injuries like blisters or grazes may be treated by any staff member. For more serious injuries, including those requiring parents to be notified or determined to require treatment by a doctor, the student will be monitored and/or treated by one of the first aid officers who has completed HLTAID011 Provide First Aid.
- Any student with injuries involving blood must have the wound covered at all times.
- For any injuries to the head, students must be sent to the first aid room and be reported to parents/carers by telephone or text message, as soon as possible.
- The treatment for students having an asthma attack or an anaphylactic reaction will follow the procedures in accordance with the College's *Asthma Policy* or *Anaphylaxis Management Policy*.
- In a medical emergency, First Aid Officers or College staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- First Aid Officers and other College staff may also contact NURSE-ON-CALL (on 1300 60 60 24) for advice or support.
NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, staff will notify parents/carers by calling or sending a text message and/or sending a note home to parents/carers via COMPASS.
- If first aid is administered for a serious injury or condition, or in an emergency situation, staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- If staff providing first aid determine that a student requires further medical assistance or is too unwell to remain at school, they (or an administration officer) will contact a parent and request they collect their child from school.
- Whenever first aid treatment has been administered to a student, the First Aid Officer must record all first aid treatments provided in the First Aid Room Logbook (refer to Appendix I below) and make an Accident and Incident Report (refer to Appendix II below). A copy of the report will be maintained on the student's medical record. The recording system must include:
 - 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 class, went home, or was transferred to a doctor or hospital
- when the parent/s were notified of the incident/injury
- whether the student's medical practitioner was notified of the incident/injury

First Aid Officers Register

The Principal is responsible for maintaining a register of First Aid Officers at the College. The First Aid Officers Register includes

- the full name of the staff member
- Either Victorian Institute of Teaching (VIT) registration number or Working with Children Check card number, and:
 - Certificate number
 - expiry date
- First Aid Qualification
- Completed First Aid trainings
- Completed Anaphylaxis Management Training
- Any other relevant information (may include)
 - part-time or full-time status
 - days of week normally attending the College

Relevant Policies

Duty of Care Policy

Anaphylaxis Management Plan

Asthma Policy

Medical Records and Medication Administration Policy

Communication

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and staff training
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Made available in hard copy from College administration upon request

Appendix I: College First Aid Room Logbook

College First Aid Room Logbook (Pro Forma)

Date	Student Name	Year Level	Time in	Time out	Treatment or medication provided	First Aid Officer or Staff Member	Parents notified Yes/No	Medical Practitioner notified Yes/No	Ambulance required Yes/No	Accident and Incident Report Filed Yes/No

Appendix II: College Accident and Incident Report

Accident and Incident Report	
Student's Name	
Student's Year Level	
Name of College Staff member providing treatment	
Description of response and treatment provided	
Date and time of accident or incident	
Location of accident Incident	
How accident or incident occurred	
Nature of injury or illness	
Names of any witnesses to incident	
Student returned to class	Yes / No Actioned by
Parent/Carer's contacted	Yes / No Actioned by:
Medical practitioner contacted	Yes / No Actioned by

Appendix III: College First Aid Officer Register (template)

First Aid Officer Register

Name	VIT Registration or WWCC		First Aid Qualification		Completed First Aid training		Anaphylaxis Management Training	Other Notes
	Certificate number	Expiry date	Qualification	Expiry Date	Type	Level		

Appendix IV: First Aid Kit Checklist

This checklist must be completed each term by the First Aid Officer. Kit contents may be altered as recommended by the Principal.

PART A: Standard First Aid Kit

Item	Quantity	Type	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Paper towels	1 packet			
Sterile un-medicated non-adhesive dressings	8	5 x 5cm		
	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		
Conforming bandages	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Triangular bandages	6			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	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			
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			

Item	Quantity	Type	Expiry date	Refill?
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			
Emesis bags or plastic containers for vomit	as appropriate			
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			
Assorted Fabric Bandages	1			
First Aid Notebook and Pen	1			
Double end Applicators 7.5cm (100pc)	1			
Antiseptic Tube 25g	1			
Amputated parts bag ENV/3	1			
Digital Clinical Thermometer	1			
Disposable Green Plastic Kidney Dish 200ml	1			
Splinter Probes 3.7cm	as appropriate			
Instant Ice-Pack	3			

Item	Quantity	Type	Expiry date	Refill?
CPR Disposable Face Shield	as appropriate			
Dressing Strip	3			

Kit checked by	
Date	

PART B: Excursion First Aid Kit

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		
		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				

Item	Quantity	Type	Expiry Date	Refill?
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				
Emesis bags or plastic containers for vomit				
Plastic bags for disposal of contaminated waste				
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				
Spare adrenalin auto - injection device	as appropriate			

Kit checked by	
Date	

PART C: Spill 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 e.g. sand, cat litter				
Biohazard waste bin				
Eye Protection (Glasses)				
Gown				

Kit checked by	
Date	