

FIRST AID POLICY

Muhammadiyah Australia College



Endorsed on:	01/08/2023
Endorsed by:	Board of Directors
Amended on:	23/10/2021; 19/07/2023; 01/08/2023
Next review:	01/08/2025

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POLICY

This policy is to ensure Muhammadiyah Australia College community understands the College's approach to first aid for students when in the College's premises or during excursions/camps.

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

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.

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 IX, Muhammadiyah Australia College Human Resources Policy) 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 Term 2, 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 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 Professional Development.

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

First Aid Qualification

- 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 (HLTAID003 Provide First Aid).
- A sufficient number of staff (including at least 1 Admin staff member) will have completed the "Provide First Aid" HLTAID003 course, and with up-to-date CPR qualifications.

First Aid Room

The First Aid Room is located in the main office building.

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 major 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 maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school. This is to prevent any spread of illnesses/diseases and to ensure the overall well-being of the students are cared for.

If a student becomes unwell during the school day, they may be directed to the College's First Aid Room and monitored by a first aid officer on duty. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

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 First Aid Officers who have been trained in first aid 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 will be treated by any staff member. For more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, they will be monitored and/or treated by one of the first aid officers who has completed HLTAID003 course.
- 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, where 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 and Anaphylaxis Policy.
- In a medical emergency, 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.
- College staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. 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 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.
- Whenever first aid treatment has been administered to a student, the First Aid Officer must record all first aid treatments provided 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
 - contact details for the injured person so appropriate follow up can be undertaken and outcomes recorded

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 (<https://macollege.vic.edu.au/>)
- 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	Authorising Staff Member	Incident Report Filed Yes/No

Appendix II: College Accident and Incident Register

College Accident and Incident Register

Incident Report	
Student's Name	
Student's Year Level	
Name of College Staff member providing treatment	
Description of response and treatment provided	
Date of accident or incident	
Location of accident Incident	
How accident or incident occurred	
Nature of injury or illness	
Names of any witnesses to incident	
Parent/Carer's contact	

Appendix III: College First Aid Officer Register

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		