First Aid Plan – Workplace Template

Melbourne Archdiocese Catholic Schools

1. Introduction

St Johns Regional College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

2. Purpose

The *MACS First Aid Policy* and MACS *First Aid Procedure* establish the minimum first aid requirements for all MACS workplaces. To contextualise the first aid framework at St Johns Regional College, this school-level plan outlines the school's local first aid and infection control management to minimise the risk of injury and illness across its campuses based on its workplace size, layout, hazards and operational activities.

This plan serves as the local operational companion that documents specific and additional processes adopted by the school to give effect to MACS requirements in day-to-day practice. A management plan must be developed for each campus.

3. Scope

This plan applies to all staff, volunteers, students, parents and carers at St Johns Regional College and school approved activities, including the activities that take place offsite or out-of-hours.

4. First Aid package

4.1 First aid planning

How we provide and communicate our First Aid policies and procedure

- Where the First Aid policies and procedures are located (platforms/locations):SJRC Website
- How families and the community are informed: SJRC Website
- Who updates these platforms: Office Staff]
- When updates occur: When they are reviewed
- How to request interpreting/translation services: Contact Front Office staff

4.2 Student medical information provided by parents and carers

Collecting and updating medical information

- How information is requested/submitted: Consent2Go Profile
- Who is responsible for requesting/updating: Parent/Carer
- When are parents/carers asked to update: Yearly

4.3 First aid requirements

Excursions, camps and travel

First aid coverage requirements

- FA Qualifications: HLTAID011 + annual CPR; anaphylaxis and asthma training
- Minimum number of staff required: Entire Staff

5. First aid roles and training

5.1 First Aid Officers

- Number of First Aid Officers: All Staff
- Where are the first aid contacts published and how they are updated: All Staff
- Who updates the main first aid contacts: Office Admin]
- How often are they updated: Annually

5.2 Additional staff training

- Which roles require additional training and why: teachers and support staff are trained in asthma management due to cohort needs;

6. First aid room/First aid area

How we provide, manage and communicate access to our First Aid Room/Area

- What is the location of first aid room/area and how is it accessed: Student Services
- How are staff, students and visitors informed of the first aid room location: Induction Booklet, Induction Briefing
- What hours are the first aid room/area staffed: 8am to 4.06pm

Child safety and supervision in the first aid room

- How does the first aid room/area maintain child safety and supervision requirements: Students comes to student services

Emergency access arrangements

- Where is the ambulance entry point: Gate on Caroline Street
- What is the emergency contact/responders: Student Services

7. First aid kits and equipment

7.1 Number and location of first aid kits

First aid kit location and communication

- Number of first aid kits and location (inc. main and specialist areas): Student Sick Bay, SK2, SM8, SM6, Wood Machine Room, SM4, Canteen, Stadium, Graduate, CO9, GR01, GR12, Presentation Building, BA7 and BA8
- How are the locations of the first aid kits communicated to staff and volunteers: Induction Booklet

7.2 First aid kit contents

Tailored first aid kits are provided for the following areas:

- Science laboratory: eyewash, burn hydrogel, additional sterile gauze, chemical-resistant gloves
- Technology/woodwork/metalwork rooms: extra dressings, splinter probes, saline, heavy-duty gloves
- Food technology/kitchen:. burns module, finger cots, waterproof dressings]
- Physical education/sport: instant ice packs, compression bandages, trauma dressings
- Yard duty: small mobile kits; CPR mask; gloves; band-aids; tweezers]
- Maintenance/groundskeeping: industrial-grade gloves, eye protection, saline ampoules, wound dressings
- Offsite/excursion or camp kits: expanded remote-area kit, additional medications per plan, extra bandages, insect sting relief]

7.3 Additional first aid equipment

Automated external defibrillator (AED)

- AED location(s): Reception foyer; Gym entrance; Graduate Restaurant
- How are AED location(s) communicated: map on Staff Hub; posters in First Aid Room and Reception; induction briefings for CRTs and volunteers; yard-duty folder map clear green AED signage; unobstructed path; visible from main corridor, map, induction
- Who receives AED training and how often: All Staff

Eye wash and shower facilities

- Where are eye wash or shower facilities located: Sick Bay
- How are eye wash and shower facilities locations communicated: WHS noticeboard; facility map on intranet]
- Where are Safety Data Sheets (SDS) for all hazardous chemicals located: folder in chemical store room;
- Which first aiders are trained in chemical exposure response: All Staff

8. First aid response

8.1 Responding to medical emergency

- How are First Aid Officers contacted: All Staff
- How is post-incident information communicated to families: Phone Call
- How are staff briefed on emergency procedures and post-incident information-sharing: induction briefing; annual refresher]

8.2 Student head injury and suspected concussion

- Where are CRT6 copies stored: First Aid Room; yard-duty packs; portable excursion kits]
- How are parents/carers contacted when CRT6 is used: phone call immediately; SMS follow-up; written note sent home]

8.3 Student feeling unwell

How parents/carers are contacted

- Preferred channels: phone/SMS/app]
- Timeframe: attempt within 10 minutes of triage]
- Escalation: attempt alternate contacts after 2 unsuccessful attempts]
- Pick-up arrangements: collection point at Reception]

8.4 Students with identified health care needs

Student health plans and medical documentation are located and managed per the following role:

- Individual Anaphylaxis Management Plan (IAMP): SEQTA
- Asthma Action Plan: SEQTA
- Medication Authority Form (MAF): SEQTA
- Medical Management Plan: SEQTA
- Student Health Support Plan and Guidelines: SEQTA
- Toileting Hygiene and Menstrual Management Plan: SEQTA
- Other applicable documentation:

9. Infection control response

- Infection control trained staff: All Staff
- PPE supply location: with LAL
- Restocking responsibilities:LAL

Biohazard/contaminated waste bin

- Biohazard spill kit locations: Science labs,
- Contaminated waste bin: Science labs
- Maintenance/ disposal responsibilities: contractor pickup

Sharps container/bin

- Sharps bin locations: First Aid Room, PE office
- Maintenance/ disposal responsibilities: contractor pickup

10. First aid reporting and notification

Incident reporting workflow

- Which system is used: MACS Guard
- Who enters the incident: HR and Compliance Officer or Business Manager
- What is the timeframe for entry: within 24 hours]
- Who checks entries for accuracy/privacy before closing :Business Manager

10.1 Student documentation and notification to parents and carers

Completion and handling of First Aid Forms (students)

- Who completes the form: First aid office
- Where the form is stored: Student Services
- How the form is delivered to parents/carers:upon collection

General parent/carer notification process

- How are parents/carers notified:Phone/SMS
- What is the timeframe for notifying parents: attempt within 10 minutes of triage]

- How is the process escalated: attempt alternate contacts after 2 unsuccessful attempts]
- Who is responsible Office staff

10.2 Staff notification

- Who do staff notify of injury or infection: Principal
- How do staff inform the role above: formal report

10.3 WorkSafe notifiable incidents

- Who assesses whether an incident is notifiable: Principal/Business Manager
- Who contacts WorkSafe: Principal/Business Manager]
- Who forwards notices to the MACS HSW team: Principal/Business Manager

11. Definitions

Definitions of standard terms used in this Plan can be found in the Glossary of Terms.

Concussion

Concussion is a brain injury resulting in a disturbance of brain function. It occurs through a collision with another person or object where biomechanical forces to the head, or anywhere on the body transmit an impulsive force to the head/brain.

First aid

The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. 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 aider

A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

First aid equipment

Includes first aid kits and other equipment used to treat injuries and illnesses.

First aid facilities

Includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

First Aid Officer

A person who has completed the appropriate first aid training and nominated by workplace management to act as the primary point of contact and escalation for first aid within the workplace.

Line of Sight

Adults should see or hear children as much as possible, minimising isolation by ensuring adults aren't alone with students and maintaining visibility in physical/online spaces to prevent harm.

MACS Workplace

A MACS workplace includes any location where MACS employees, students, contractors, volunteers or visitors undertake work, learning or school-approved activities. This includes MACS central and regional offices, MACS schools, MACS specialist schools operated by MACS subsidiaries (including MACSS), school boarding premises operated by MACS schools, and any offsite or out-of-hours activities that are approved by MACS or a MACS school.

School approved activities

Any academic, sporting, social or other activities for which students' attendance or participation is authorised or organised by the school.

12. Related policies and documents

Supporting documents

First Aid Procedure
First Aid Form – School and Parent/Carer Record – Template for Schools
First Aid Kit Contents Checklist

Related MACS policies and documents

Anaphylaxis Management Policy for MACS Schools
Excursion, Camps and Travel Policy
First Aid Policy
Health, Safety and Wellbeing Policy
Student Health Support Policy

13. Plan information table

Document owner	Principal
Related policy	First Aid Policy
Approving authority	Principal
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