



FIRST AID AND AMBULANCE POLICY

RATIONALE:

Melbourne Girls' College has a responsibility to train and maintain an appropriate number of staff members who have First Aid qualifications as per Departmental Guidelines. The College also has a responsibility to maintain an accurate and current record of all students with identified medical conditions. Regular updates of medical conditions will be sought from parents and students to ensure the accuracy of the information.

PURPOSE:

To ensure the school community understands our school's approach to first aid for students.

SCOPE:

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY:

From time to time Melbourne Girls' College staff might need to administer first aid to students at school or school activities.

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 Melbourne Girls' College has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

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

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Melbourne Girls' College will maintain:

- A major first aid kit, asthma response kit, anaphylaxis response kit which are be stored the level 1 First Aid Office
- 20 excursion bum bags, 3 large camp/sports portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s, and anaphylaxis and asthma response kit/s will be stored:
 - In the Level 1 First Aid room and "Lost Property" locked cupboards

Christine Wallace, Michelle Denahy (First Aid Officers) will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room level 1 and monitored by staff. 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 room

Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First aid management

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

- Students, staff and visitors who are ill or injured, and are able to, are to report to the General Office or First Aid room.
- The student will be attended to by one of the trained First Aid staff.
- All injuries to students and staff will be recorded. Staff members who are injured will also complete the OH&S Assessment form.
- Staff 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.
- In a medical emergency, 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, they will then contact parents/carers.
- 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, Melbourne Girls’ College will notify parents/carers by ringing the parent
- If first aid is administered for a serious injury or condition, or in an emergency situation, school 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, school 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 is administered to a student resulting from a student incident, injury or illness, Melbourne Girls’ College will:
 - record the provision of first aid treatment on Compass.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through Compass and then on a eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used. EduSafe forms are discussed at OHS meetings.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department’s [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department’s Incident Support and Operations Centre on 1800 126 126 where required to under that policy.
- In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)
- There may be situations where a parent/carer may wish to supply prescription medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- All medication to be administered at the school must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered.
- All medication to be administered at the school should be accompanied by written advice (usually from the medical practitioner or pharmacist) providing directions for appropriate storage and administration. When administering prescription medication, the written advice received must be supported by specific written instructions on the original medication bottle or container, such as that on the pharmacists label noting the name of the student, dosage and time to be administered.

FIRST AID ROOM INFORMATION:

First Aid Room Hours of Duty at MGC:

8am-4pm: Mon-Fri

- **Phone contact extensions:** 165, 110, 129 or in case of emergency 000
- **First Aid attendant name:** Christine Wallace, Michelle Denahy
- **First Aid located:** 1st floor Main Building (opposite Wellbeing)
- When unattended during first aid attendant’s lunch break and toilet breaks, a sign will be displayed on the first aid door for all students to be directed to the general office for treatment and/or care.

AMBULANCE:

Emergency medical situations

If a student is ill or injured, in an emergency Melbourne Girls' College may:

- call an ambulance or
- call for any necessary medical attention on behalf of the student's parents.

The legal authority to do this arises from the principle of "agency of necessity". This means that the law recognises that the authority to act on another's behalf is implied in case of emergency.

An ambulance should always be called in a medical emergency.

Parent Communication – Ambulance Cover/Costs

We strongly encourage parents to have up-to-date ambulance cover and inform parents that they are responsible for any medical expenses such as ambulance costs incurred, if their child is injured or requires an ambulance at school, or whilst participating in a school activity. Department's [Claims for Property Damage and Medical Expenses policy](#).

Medical Costs

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Melbourne Girls' College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations. Department's [Claims for Property Damage and Medical Expenses policy](#).

COMMUNICATION:

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

- Available publicly on our school's website
- For staff - MGC Intranet > Curriculum > School Documentation > Policies
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions as required
- Reminders on our school Compass as required
- Hard copy available from school administration upon request



Help for non-English speakers:

If you need help to understand the information in this policy please contact: 9428-08955

FURTHER INFORMATION AND RESOURCES:

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)
- [Claims for Property Damage and Medical Expenses policy](#).

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy

- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL:

Policy last reviewed July 2023

Approved by Principal

Next scheduled review date July 2027