



Bacchus Marsh
Grammar

School POLICY

OCCUPATIONAL HEALTH AND SAFETY

First Aid Policy and Procedures

Approved by the School Principal 8 May 2025

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First Aid Policy and Procedures

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1 Introduction

Bacchus Marsh Grammar (the School) is committed to providing a safe working environment for all staff, students and visitors.

2 Purpose and Objectives

The purpose of this policy is to ensure the School provides a safe and healthy environment by establishing and maintaining effective first aid procedures. This policy outlines the responsibilities, training, equipment, and procedures to manage incidents where students, staff, volunteers, or visitors are injured or become unwell.

3 Scope

3.1.1 This Policy and its Procedures apply to all staff, contractors, volunteers, and contractors at the School including all campuses and off-site School activities.

4 Definitions

Term	Definition
First aid	First aid is the immediate treatment or care given to a person suffering from an injury or illness.

5 Policy Statement

- 5.1.1 The Health Centre at the Maddingley and Woodlea campuses are the prime centres for the delivery of assistance to staff, students and visitors who are exhibiting signs of injury or illness.
- 5.1.2 The Health Centre is responsible for:
 - 5.1.2.1 The coordination of first aid training to staff
 - 5.1.2.2 The provision of a significant centre staffed by Division 1 registered nurses.
 - 5.1.2.3 The provision of health-related advice to senior management and others as required.
- 5.1.3 The Health Centre coordinates the provision of services to other sites at which the School carries out educational activities, in particular the Staughton Vale campus, and the Early Learning Centre.
- 5.1.4 At the Staughton Vale campus, health services will operate out of a First Aid Station which is under the control of the Health Centre. The First Aid Station will have high order ICT (voice and visual) linkages to the Health Centre at the Maddingley and Woodlea campuses. The Staughton Vale First Aid Station will deal with immediate first aid issues in consultation with the Maddingley and/or Woodlea Health Centre.
- 5.1.5 Particular issues at Staughton Vale have been identified as:
 - 5.1.5.1 Falls and Breaks
 - 5.1.5.2 Snake Bite
 - 5.1.5.3 AnaphylaxisThose areas will be particular areas of detailed training and risk implementation.

6 Roles and Responsibilities

6.1 Principal

- 6.1.1 Ensure the school complies with legislative requirements.
- 6.1.2 Allocate resources for training and first aid supplies.
- 6.1.3 Regularly review first aid procedures.

6.2 School Nurse(s) / First Aid Coordinator(s)

- 6.2.1 Maintain records of trained first aiders.



- 6.2.2 Ensure adequate first aid kits and equipment are accessible.
- 6.2.3 Organise first aid training and CPR updates.
- 6.2.4 Record all student attendance at a Health Centre in Synergetic.
- 6.2.5 Complete incident reports for any staff, students, contractors or visitors who present to the Health Centre with an injury or illness.

6.3 Trained First Aiders

- 6.3.1 Provide immediate and appropriate first aid care.
- 6.3.2 Maintain at a minimum, current HLTAID011 (Provide First Aid) and HLTAID009 (Provide CPR) certification.
- 6.3.3 Notify the Health Centre of any occurrences where first aid has been administered.

6.4 All Staff

- 6.4.1 Be familiar with first aid procedures and take reasonable care for their own health and safety.
- 6.4.2 Assist as required and report incidents promptly.
- 6.4.3 Comply with any reasonable instruction given to them relating to health and safety in the workplace.
- 6.4.4 Cooperate with and follow first aid procedures and report any injuries or illnesses.

7 First Aid Training

- 7.1.1 The School will ensure a sufficient number of staff members maintain qualifications in:
 - HLTAID011 – Provide First Aid
 - HLTAID009 – Provide Cardiopulmonary Resuscitation (CPR)
 - CPR training must be refreshed annually.
- 7.1.2 First aid training must be renewed every three years.

8 Injury or Illness

- 8.1.1 Students, staff, and visitors should attend the Health Centre at the Maddingley and/or Woodlea campuses should they require first aid and/or medical treatment.
- 8.1.2 If a student is injured or feels unwell, the Schools should:
 - Assess a range of signs and symptoms which will be determined by a School Nurse or Health Centre Staff.
 - Take action based on the summary of signs and symptoms.
 - Immediately seek emergency assistance if it is deemed necessary.
- 8.1.3 First aid requirements for students with identified health care needs should be explained in their Student Health Support Plan or Anaphylaxis Management Plan.
- 8.1.4 Information regarding students' medical conditions that are supplied at the beginning of each year, and updated accordingly will be used to aid treatment to students.

9 Incident Reporting and Recording

- 9.1.1 All first aid incidents must be:
 - 9.1.1.1 Recorded in Synergetic.
 - 9.1.1.2 Communicated to parents/guardians for student incidents.
 - 9.1.1.3 Followed up with an **Incident Report Form** where appropriate.
- 9.1.2 **WorkSafe Victoria** must be notified of notifiable incidents in accordance with the OHS Act.

10 First Aid Kits

- 10.1.1 First Aid Kits are stored in the Health Centre and are maintained by the Health Centre Staff. They are used to assist with illness and injury to staff and students whilst they are outside the School.
- 10.1.2 All junior school teachers have been provided with a first aid 'bum bag' that contains basic first aid provisions.
- 10.1.3 First aid kits are to be taken on all camps, excursions, and offsite activities.
- 10.1.4 Types of First Aid Kits are as follows:
 - Red: This bag is used for excursions and camps. It contains equipment for cuts and grazes, asthma attacks, diabetes and sunscreen.
 - Blue: This bag is used for sports excursions. It contains equipment to help with sporting injuries, including ice packs and strapping tape.
 - Black: This is a backpack and it is used for camps. It contains a larger variety of equipment to ensure injuries can be treated on camps.
 - Medications Bag (snap lock bag that is clearly labelled): This bag contains paracetamol, ibuprofen and antihistamine. These bags are provided to staff to take on camps and excursions.

11 Infection Control and Hygiene

- 11.1.1 First aiders must use personal protective equipment (PPE) such as gloves and masks.
- 11.1.2 All wounds must be treated using standard infection control procedures.
- 11.1.3 Contaminated waste must be disposed of in biohazard containers.

12 Defibrillators

- 12.1.1 The School has several defibrillators placed in appropriate places throughout the Maddingley Campus, Woodlea (including the Early Learning Centre) and Staughton Vale campuses as well as in School vehicles.

13 Oxygen

- 13.1.1 Oxygen is stored in the Health Centre Maddingley Campus. There are 2 O₂ bottles, they are both portable, one is on a wheeled frame, the other is in a carry bag. They are maintained by the Health Centre Staff. Oxygen is only used by a Registered Nurse or Level 3 First Aider.

14 Procedures

14.1 DRSABCD Action Plan

- 14.1.1 In an emergency, every second counts. The DRSABCD Action Plan is a seven-step guide that will help save lives:
 - D check for DANGER:**
 - To you
 - To others
 - To the injured person.
 - R check for RESPONSE:**
 - Ask name or squeeze shoulders.
 - If there is a response, make the injured person comfortable, check them for injuries and monitor their response.
 - If there is no response, send for help.
 - S SEND for help:**
 - Call Triple Zero (000) for an ambulance or ask another person to make the call.

A check AIRWAY:

- Open mouth - if foreign material is present, place the injured person in recovery position and clear airway with fingers.
- Open airway by tilting head with chin lift.

B check for BREATHING:

- Look, listen and feel.
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock.
- Not normal breathing - start CPR.

C give CPR:

- If no signs of life (unconscious not breathing, not moving) - start CPR.
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by two breaths.
- Continue CPR until help arrives or the injured person recovers.

D apply a DEFIBRILLATOR (if available):

- Follow voice prompts.

15 Implementation

15.1.1 This Policy is implemented through a combination of:

- Staff training and supervision
- Maintenance of medical records
- Appropriate signage
- Effective incident notification procedures
- Initiation of corrective actions where necessary
- Effective communication procedures with the student's parents/carers.

16 Breach of this Policy and Procedures

16.1.1 Where a staff member breaches this Policy, the School may take disciplinary action.

17 Related Policies and Documents

Allergy Awareness
Anaphylaxis Management Policy
Asthma Management
Bites and Stings
Concussion Policy
Diabetes Management
Eating Disorders
Head Lice
Medical Health Care Plans for High-Risk Students
Student Medical Records
Medication Administration
Arrangements for Ill or Injured Students Policy
Infectious Diseases (Student)
Seizure and Epilepsy
Self-harming Behaviours
Sun Protection (Students)



18 Authorisation

School Document Name	First Aid Policy and Procedures	
Approval Authority	Principal	
Approval Signature	Debra Ogston Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	8 May 2025	
Date of Next Review	8 May 2028	To be reviewed every three years.

19 History

Date	Amendment
8 May 2025	1. New policy and procedure to replace the First Aid Policy