



First Aid Policy

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

Background

Edmund Rice Education Australia – Victorian Schools Limited (EREA-VSL), as St Patrick's College's governing authority, sets the policy framework for all EREA-VSL schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students*.

*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

The Hazard – First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

St Patrick's College's Policy

St Patrick's College has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of workers and students we have, the nature of the hazards we have identified through our WHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, and cardiac arrest.

First aid kits, and defibrillator's are located throughout the school. Refer to the addendum.

DRSABCD Action Plan

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; and
- To the casualty.

R check for RESPONSE:

- Ask name or squeeze shoulders; and
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response; or
- 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 casualty in recovery position and clear airway with fingers; and
- Open airway by tilting head with chin lift.

B check for BREATHING:

- Look, listen and feel; and
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock; or
- 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 2 breaths;
- Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR (if available):

- Follow voice prompts.

Staff Responsibility

All staff are responsible to ensure that:

- They take reasonable care for their own health and safety;
- Comply with any reasonable instruction given to them relating to health and safety in the workplace; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

Implementation

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; and
- Effective communication procedures with the student's parents/carers.

Discipline for Breach of Policy

Where a person breaches this policy St Patrick's College may take disciplinary action.

Addendum 1. Location of First aid Kits and Defibrillators

St Patrick's College – First aid Kit Locations

Location of First aid Kits Correct as at 13/07/2021 (Term 3)

Location: Building – Room	Kit Type
Applied Learning Centre	Wall Mount Kit
Boarding House – Office	'Boarding' Hi Vis Orange Kit Bag ASTHMA EMERGENCY KIT AED – Emergency Defibrillator GENERAL USE EPIPEN.
Boarding House – Kitchen	Wall Mount First aid Kit & GENERAL USE EPIPEN
Food Tech – Back Office	Kit VIC Workplace No 2 ASTHMA EMERGENCY KIT GENERAL USE EPIPEN Wall mount in each teaching classroom kitchen
Class/Kitchen 1 & class/kitchen 2.	
Front Reception	ASTHMA EMERGENCY KIT GENERAL USE EPIPEN AED – Emergency Defibrillator
Gym – 004-Store Room	WALL MOUNT – BASIC & ASTHMA EMERGENCY KIT
Gym – 001	AED – Emergency Defibrillator
KRC – Library	Portable First aid box ASTHMA EMERGENCY KIT GENERAL USE EPIPEN
Maintenance	Portable & Eye Wash Module
MIL 01 – Tech Room	WALL MOUNT-BASIC
MIL 02 – Tech Room	WALL MOUNT-BASIC
MIL 04 – Tech Room	WALL MOUNT-BASIC
MIL 05 – Tech Room	WALL MOUNT-BASIC
MIL 06 – Office	Portable First aid box ASTHMA EMERGENCY KIT
MIL 08 – Tech Room	WALL MOUNT – BASIC
MIL Science Lab 101	Kit VIC Workplace No 2
MIL Science Lab 103	Kit VIC Workplace No 2
MIL Science Lab 104	Kit VIC Workplace No 2
MIL Science Lab 106	Kit VIC Workplace No 2

MIL 107	Science Office	ASTHMA EMERGENCY KIT
MIL 108	Science Prep Lab	Kit VIC Workplace No 2 GENERAL USE EPIPEN Asthma Salbutamol inhaler
MIL 109	Science Lab	Kit VIC Workplace No 2
Pavilion		Wall Mount Kit
PUR 03 – Art Room		Portable
PUR 05 – Art Room		Portable
Rowing Shed on Lake Wendouree		Wall Mount containing GENERAL USE EPIPEN Asthma Salbutamol inhaler ASTHMA EMERGENCY KIT 'Sport' Hi Viz Backpack Kit 4 (contains Asthma Salbutamol inhaler & GENERAL USE EPIPEN)
Sick Bay		AED – Emergency Defibrillator ASTHMA EMERGENCY KIT GENERAL USE EPIPENS
Staff Lounge		Wall Mount: Asthma Inhaler/Spacer GENERAL USE EPIPEN
Trade Wing – Shed		Wall Mount- Basic
VCAL – Kennedy House		Old wall mount kit
WAT 009 – Art Type Room		Portable First aid box
WAT 011		Wall mount – basic
SPORT HI VIZ ORANGE – Kits 1 to 8		Contains Asthma inhaler (Salbutamol) and EpiPen
SICK BAY HI VIZ ORANGE – Kits 1 to 6		Contains Asthma inhaler (Salbutamol) and EpiPen
SICK BAY -SPARE HI VIZ (For First Aider) SICK BAY		Contains Asthma inhaler (Salbutamol) and EpiPen 10 GREEN FIRST AID BUM BAGS – PRE-FILLED DIABETIC EMERGENCY FOOD ITEMS in Drawer
KEA 003 (Room locked – need key to access)		PORTABLE STRETCHER

Key References

[Safe Work Australia – Model Code of Practice – First Aid in the Workplace*](#)

Status of Policy

This policy has been downloaded from CompliSpace, is endorsed by EREA-VSL and is reviewed annually.

Policy owner	St Patrick's College - Ballarat
Approving authority	Principal
Approval date	September 2025
Risk rating	HIGH
Date of next review	January 2027
Publication details	School website

POLICY DATABASE INFORMATION	
Assigned TERE Board Framework	Child Safety
Related policies	Accident Management Policy Anaphylaxis Policy OH&S Policy Pastoral Care Policy Student Concussion Policy Supervision (General) Policy Supervision (Yard Duties) Policy