



Mount Lilydale Mercy College First Aid Policy

1. RATIONALE

All students have the right to feel safe and well, knowing that they will be attended to with due care when in need of first aid. Mount Lilydale Mercy College (MLMC) has procedures for supporting student health for those identified with health needs. It will provide a basic first aid response, as set out in the implementation of this policy and other related policies to ill or injured students, staff, volunteers and visitors in unforeseen circumstances and emergency situations.

2. SCOPE

This policy relates to provisions of first aid to students, staff, volunteers and visitors to MLMC.

3. POLICY STATEMENT

- 3.1. MLMC has a duty of care, is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the College.
- 3.2. To meet these social and moral responsibilities and to meet our commitment under the legislation, MLMC will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. The College will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

4. GUIDING PRINCIPLES

- 4.1. To administer first aid to students, staff, volunteers and visitors when required, in a competent and timely manner.
- 4.2. To communicate students' health issues to parents if the condition dictates.
- 4.3. To provide supplies and facilities to enable the delivery of first aid.
- 4.4. To maintain sufficient numbers of staff trained with a Level 2 first aid certificate.
- 4.5. To provide training annually in the management of anaphylaxis and the use of epi-pens.
- 4.6. To provide professional development with regard to specific illnesses will be provided to staff on the basis of need.
- 4.7. To maintain accurate records of Staff first aid qualifications.

5. REVIEW HISTORY

Version	Date Released	Next Review	Author	Authorised by:
2.0	August 2023	August 2025	Deputy Principal Pastoral Care	MLMC Advisory Council

Version control added to policy commencing with V2.0 All previous versions are called 1.0 and have been archived and stored accordingly.