

# FIRST AID POLICY



## PURPOSE

Newmark Primary (the school) is committed to the care, safety and welfare of students and staff.

The first aid policy sets out the principles and framework governing the school's behaviours and activities that enact the school's legal responsibilities and which support the care of students and staff. The policy should be understood by staff and parents/carers.

## PRINCIPLES

- The school and its staff have a duty of care towards students.
- The school makes proper arrangements for students and staff who are ill or injured or who have a medical condition that requires a reasonable adjustment or response to be made.
- The school provides a safe working environment for students and staff.

## AIMS

- To provide the framework within which the first aid procedures are set.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic) to develop and implement the following related policies and procedures:
  - First Aid;
  - Distributing Medicines;
  - Infection Control; and
  - Anaphylaxis Management.

## LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations (2017)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- WorkSafe Compliance Code – First Aid in the Workplace
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- Occupational Health and Safety Regulations 2017

## KEY DEFINITIONS

The school has a **duty of care** owed to students, by which it is required to make proper arrangements for students who are ill or injured or who have a medical condition that requires a reasonable adjustment or response to be made.

**Teachers** also have a duty of care, by which they are required to administer first aid when necessary within the limits of their skill, expertise and training. It should be noted that a

teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

**Non-teaching staff** do not have the same legal duty of care. The school may, however, still ask non-teaching staff to take responsibility for the care of students (e.g. supervision of ill students in the sick bay). In making such a request, the school retains its duty of care (which is non delegable) and so will ensure that the staff concerned have proper training and support and will always be able to contact another member of staff if assistance or advice is needed. The school will have appropriate procedures in place so that staff know what is expected of them and how to respond in particular situations.

Even under the duty of care, there are limits to the actions required of the principal and teachers. In the case of **serious injury or illness**, neither the principal nor the teacher is 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 practitioner in attendance.

The school will elect a **Health and Safety Representative(s)** (HSRs) to provide a way for employee views and concerns about health and safety, including first aid, to be heard.

The school will undertake and document a **First Aid Risk Assessment** in order to establish the school's first aid requirements. The risk assessment will be kept up-to-date and will be completed in consultation with the school's HSR(s) and relevant members of staff.

The school will retain a **register of students' medical conditions** and have procedures in place to ensure the register is kept up-to-date and able to be accessed in a timely manner by those who need to see the information, bearing in mind the need to comply with privacy requirements.

The school will retain an **accident and incidents register** in compliance with occupational health and safety legislation. In parallel with this register, the school will also retain a **record of first aid interventions**.

## SCOPE

The application of the policy is relevant to the school board, principal, staff, students and parents/carers.

## ROLES AND RESPONSIBILITIES

The **school board** is responsible for:

- confirming that the school has a First Aid policy that is compliant with VRQA requirements and WorkSafe guidance; and
- reviewing and endorsing the First Aid policy.

The **principal** is responsible for:

- ensuring the first aid policy and procedures comply with the VRQA requirements and WorkSafe guidance;
- creating clear staff leadership and accountabilities for first aid so that all members of staff know exactly what is required of them;
- ensuring a first aid risk assessment is developed, kept up-to-date and recorded;

- deciding the first aid training requirements for the school, that those requirements are implemented, that up-to-date records are maintained and that the names of trained first aid officers are communicated throughout the school;
- ensuring procedures and record keeping is as simple and straightforward as possible; and
- ensuring clear procedures and other implementation documents (such as checklists and workflow diagrams) are developed and communicated.

The **first aid officer** is responsible for:

- ensuring all first aid supplies are available and replenished on a regular basis;
- organising the first training for staff and keeping records up-to-date;
- ensuring Individual Action Plans are accessible by staff and up-to-date;
- ensuring Individual Management Plans are current and accessible by staff;
- ensuring medication is current and accessible by staff;
- keeping first aid records and registers up-to-date;
- administering first aid according to school policies and procedures and regulations; and
- keeping accurate records of injuries, illnesses and incidents.

**Parents/carers** are responsible for:

- the primary health of their child(ren). The aim of the school's first aid is not to diagnose or treat a medical condition; and
- providing the school with accurate and up-to-date information about the health needs and the management of medical conditions.

**Staff** have a responsibility to:

- familiarise themselves with the school's first aid procedures and to implement those as and when required; and
- comply with the school's first aid training requirements.

**Teachers** (including Casual Relief Teaching staff) have a duty of care to administer first aid when necessary within the limits of their skill, expertise and training. Where possible, first aid should only be provided by staff who have been 'designated' as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence'.

## STAFF TRAINING

All staff will complete first aid training. This will include:

- HLTAID001 CPR (every 12 months)
- HLTAID003 First Aid (every 3 years)
- 22282VIC Asthma (every 3 years)
- Anaphylaxis online training (every 2 years) <https://etrainingvic.allergy.org.au/>
- Anaphylaxis briefings (twice every year)

In addition to the general training outlined above, the First Aid Officers will also complete:

- 22300VIC Anaphylaxis (every 3 years)
- 22303VIC Correct Use of Adrenaline Autoinjector Devices (every 3 years)

## FIRST AID SUPPLIES

### Front Office

General first aid supplies are kept in the Front Office and managed by the First Aid Manager.

### Yard Duty

First aid supplies must be taken by staff on yard duty and returned to the Front Office at the end of the duty. Staff must communicate with the First Aid Officer if supplies have been used so they can be replaced.

### Outings

First aid supplies and Individual Medication must be taken by staff on outings and returned to the Front Office when back at school. There must be a designated staff member to administer first aid and to keep a record. Staff must communicate with the First Aid Officer if supplies have been used so they can be replaced.

## FIRST AID PROCEDURES

### Illness

All staff are trained in first aid and are able to apply basic first aid to ill students.

If a staff has monitored and assessed a student, and believes that the student required further assistance, the following steps are taken:

- the staff member provides the student with a note (outlining the illness and the first aid that has been applied) and a first aid card;
- the student goes to the Front Office with the note and card;
- the First Aid Officer assesses the need for further treatment and applies it;
- the First Aid Officer makes a decision about the most appropriate follow up action and communicates with the student's teacher; and
- the First Aid Officer keeps a record of the incident.

### Injury

All staff are trained in first aid and are able to apply basic first aid to an injury.

If a staff member believes that an injury is serious and requires further assistance and the student is able to walk, the following steps are taken:

- where possible, the staff member provides the student with a note (outlining the injury and the first aid that has been applied) and a first aid card;
- the student goes to the Front Office with the note and card;
- the First Aid Officer assesses the need for further treatment and applies it;
- the First Aid Officer makes a decision about the most appropriate follow up action and communicates with the student's teacher; and
- the First Aid Officer keeps a record of the incident.

If a staff member believes that an injury is serious and requires further assistance and the student is unable to walk, the staff member will call the Front Office and ask for assistance.

## Record Keeping

Accidents and Incidents Register: All accidents and incidents must be recorded in the register. The following information must be recorded:

- Student name and class
- Date and time of arrival
- Symptoms / injury
- First aid treatment
- Follow up actions (eg calling parents)
- Time of departure

Incident Reports: In the case of a major accident or illness an incident report must be filled out by staff involved in managing the incident. This is then stored digitally in the school recording keeping system.

## RELATED POLICIES

- Distributing Medicines Policy
- Anaphylaxis Management Policy
- Infection Control Policy
- Record Management Policy
- Privacy Policy
- Supervision Policy
- Outings, Camps and Events Policy

## SUPPORTING DOCUMENTS

- First Aid Risk Management Plan
- Register of Students Medical Conditions
- Accidents and Incident Register
- Incident Reports
- First Aid Staff Training Register

## COMMUNICATION OF POLICY

The school will ensure that the First Aid policy and procedures are understood by staff and parents/carers by:

- making the policy accessible via the schools website and intranet; and
- providing information to staff during staff meetings and onboarding.

## POLICY REVIEW

The school board and principal will review the First Aid Policy every second year, or following a major incident.

## ENDORSEMENT

<b>Updated date</b>	May 2023
<b>Endorsed by</b>	School Board
<b>Endorsed on</b>	June 2023