



FIRST AID POLICY FOR THE DIOCESAN SCHOOLS SYSTEM

November 2017



1) PURPOSE AND SCOPE

The purpose of this policy is to establish an effective system of first aid management for all Broken Bay Diocesan Schools System (DSS) workplaces.

This policy is to be read in conjunction with the DSS First Aid Procedures.

2) POLICY FRAMEWORK, CONTENT AND COMMITMENT

The DSS acknowledges that the dignity, safety and wellbeing of people are central to the Church's teaching. The DSS is also committed to ensuring so far as reasonably practicable, the health, safety and welfare of all workers, students and others who are legally present during on site activities such as open days and fetes and during off site activities such as excursions, sporting events, and camps.

To meet these social and moral responsibilities the Director of Schools and Principals, representing the person conducting a business or undertaking (PCBU), as required under the WHS Act 2011, the NSW WHS Regulation 2017 and First Aid in the Workplace Code of Practice February 2016, are responsible for ensuring:

- the provision of adequate funding for first aid resources including first aid facilities and equipment for the administration of first aid to staff, students and others
- an adequate number of workers are trained to administer first aid at the workplace
- appropriate consultation when making decisions about first aid requirements.

3) RESPONSIBILITIES

The Principals and the Leader Human Resource Services (for the CSO) will:

- a) adopt the DSS First Aid Procedures to ensure appropriate management of first aid issues
- b) determine the number of personnel required to be trained in first aid for the needs of the workplace to ensure a first aider is always present at the workplace. A risk assessment may assist to determine this requirement. However, the workplace should also ensure that a minimum of one staff member per floor in the Catholic Schools Office (CSO) and at least two staff members in primary schools and four staff members in secondary schools, are trained in first aid
- c) ensure the provision of adequate first aid information and instruction as part of each worker's induction training and ongoing professional development for all staff and ancillary staff as required, including CPR, anaphylaxis and asthma training
- d) provide additional training for relevant staff where required, for the first aid management of student health issues e.g. diabetes, seizures
- e) provide sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties
- f) provide adequate signage for first aid facilities and first aid kits in accordance with Australian Standards and the First Aid in the Workplace Code of Practice February 2016
- g) monitor ongoing compliance with legislative requirements for first aid
- h) maintain a first aid treatment register for all first aid provided, including a register of injuries
- i) keep a record of workers who are trained in first aid; including their certification details and clearly display names and workplace contact numbers of first aiders
- j) ensure infection control practices are followed during the provision of first aid and in the disposal of first aid waste
- k) invite staff to confidentially disclose any medical conditions, especially if the condition is potentially life threatening (e.g. anaphylaxis), and consult with them to determine any first aid processes required
- l) monitor and review the effectiveness of first aid measures at least annually or on an as needs basis.

First Aiders

First aiders will be responsible for:

- a) ensuring they hold a current, nationally recognised first aid qualification / statement of attainment issued by a registered training organisation for the nationally endorsed first aid units of competency
- b) following the DSS First Aid Procedures to ensure understanding of practical strategies to implement first aid requirements
- c) ensuring they attend training as required for professional development including annual CPR update (unless it is in the year they 'have completed' their first aid course in which case CPR has been completed), anaphylaxis and asthma
- d) responding promptly to provide initial care to injured or ill persons (casualty) by rendering first aid in accordance with recognised training, and **where secondary medical attention is required**, calling an ambulance
- e) following the procedure for contacting an ambulance in an emergency (e.g. cardiac issue, anaphylactic reaction etc), or for access to provision of secondary medical care (e.g. casualty has a suspected fracture, deep cut, burns, electrical shock, shows signs of concussion or has an uncontrolled seizure etc)
- f) supervising the casualty until no further care or assistance is required, or until the person is handed over to appropriate medical care i.e. ambulance / medical personnel, or the parent / carer
- g) adhering to adequate and appropriate standard precautions for infection control
- h) maintaining first aid facilities in accordance with legislative requirements (First Aid in the Workplace Code of Practice).
- i) ensuring emergency medication (e.g. Ventolin, EpiPen) is stored appropriately and in accordance with manufacturer's instructions and kept 'in date' and all expired stock is discarded
- j) ensuring first aid kits are cleaned, checked and restocked after each use as necessary, so sufficient supplies are always available and 'in date'. A complete assessment of contents should be undertaken at regular intervals e.g. quarterly
- k) respecting the dignity of casualties and the confidential nature of information provided during the course of any first aid care
- l) remaining in the first aid role until either expiry of their first aid qualification, the position is voluntarily relinquished and / or services are no longer required
- m) recording all first aid treatment administered (however minor) in a first aid register (paper based or electronic). Refer to the DSS [Management and Investigation of Incidents Procedure and Guideline](#)
- n) assisting with the reporting and recording of injury / illness on an Incident Report form in accordance with the DSS [Management and Investigation of Incidents Procedure and Guideline](#)
- o) assisting with the administration of prescribed medication or administering medication as an emergency first aid response or where required administering the required medication to students as specified by the Prescribing Health Practitioner and as per the DSS [Medication Policy](#) and Administration of [Medication in Schools Procedures](#)
- p) any additional first aid related tasks (where the first aider is paid an allowance), according to the award.

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction they have received.

Workers

Workers are required under the WHS legislation to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and reporting injuries and illnesses.

In relation to first aid, workers are responsible for ensuring:

- a) they partake in WHS induction training including information relating to the provision of first aid in the workplace
- b) if school staff, they attend training as required for professional development including annual CPR update (unless it is in the year they 'have completed' a first aid course in which case CPR has been completed), anaphylaxis and asthma
- c) where applicable that first aid is considered in risk assessments for on-site and off-site activities including access to first aid and emergency medical treatment. Risk assessments need to take into account medical conditions of students, staff and others and the hazards and risks of the activity and access to first aiders and medical services
- d) they assist with the reporting and recording of injury or illness and / or first aid rendered in accordance with the DSS [Management and Investigation of Incidents Procedure and Guideline](#)
- e) where required, they communicate with parent / guardian of school students regarding injury / illness of student(s)
- f) they adhere to standard precautions for infection control
- g) they are aware of procedures for administering emergency medication needs (e.g. Ventolin, EpiPen) and / or action to be taken
- h) they consider disclosure of personal health condition(s) to the Leader Human Resource Services / Principal especially if the condition is potentially life threatening (e.g. anaphylaxis) to determine any first aid response needs
- i) they do not interfere with or misuse first aid supplies from first aid kits and first aid facilities.

Volunteers

Volunteers are responsible for ensuring they:

- are aware of DSS first aid protocols at the workplace
- follow instructions of staff regarding first aid policy and procedures
- report injury/ illness or near miss incidents including first aid incidents to supervising DSS staff.

4. RELATED POLICIES AND GUIDELINES

DSS Work Health and Safety Policy
 DSS WHS Consultation Policy
 DSS Medication Policy
 DSS Administration of Medication in Schools Procedures
 DSS Incident Reporting and Investigation Procedures

5. POLICY REVIEW

This policy will be reviewed not less frequently than once every five years.

6. POLICY DATES

Policy date of adoption	August 2003
Date of latest revision of policy	November 2017
Date of next review	November 2022

Authorised by
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 Director of Schools