

# First Aid Policy

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

**Policy Background and Purpose**

The David Scott School 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 read and understood by staff, parents and students.

**Policy 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.

**Policy Objectives**

To provide the framework within which the detailed 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
- management of anaphylaxis

**Scope**

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

**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 must ensure that the staff concerned have proper

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training and support and should always be able to contact another member of staff if assistance or advice is needed. The school must 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.

Schools should be familiar with WorkSafe Victoria's compliance code First Aid in the Workplace.

The compliance code is drafted with the first aid needs of employees in mind, but the guidance is also relevant to schools in meeting the first aid needs of students. Although non-mandatory, 'evidence of a failure to observe the compliance code may be used as evidence in proceedings for an offence under the OHS Act or Regulations'.

Schools must undertake and document a First Aid Risk Assessment (or a first aid needs assessment) in order to establish the school's first aid requirements. The risk assessment must be kept up-to-date and the school should determine the frequency with which the risk assessment is repeated. The first aid risk assessment should be completed in consultation with the school's First Aid officer and relevant members of staff.

Most schools are deemed to be low-risk environments where employees and students are not exposed to hazards that would require immediate medical treatment and where medical assistance or ambulance services are readily available. Some campuses (e.g. outdoor education campuses), some areas of the school (e.g. technology, science) and some activities (e.g. canoeing) would be deemed to be high-risk environments and these must be identified in the risk assessment and first aid planning processes.

The first aid risk assessment must take into account the school's legal responsibility to be prepared for bushfires. Schools on the Bushfire-At-Risk Register must maintain an up-to-date register of bushfire emergency equipment that includes first aid materials and medical equipment. The risk assessment and first aid needs assessment should document decisions regarding the training requirements for the school:

the school must have a number of trained first aid officers. The number should be based on the guidance from the Victorian Government Department of Education and Training (Vic DET) and as set out in the Work Safe Compliance Code

- in deciding the number of trained first aid officers, the school must take into account the location of the first aid officers across

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the school to ensure students and staff in all parts of the school have reasonable access to first aid

- the training for the nominated first aid officers must be at least 'Provide First Aid' HLTAID003 as set out in Vic DET's guidance and in the WorkSafe Compliance Code
- Ministerial Order 706 (Anaphylaxis Management in Victorian schools) and Vic DET's Anaphylaxis Guidelines set out the separate mandated provision for staff training in the management of anaphylaxis. Further details can be found in the school's Anaphylaxis Management Policy
- the school must retain up-to-date records of all staff first aid training and qualifications.

The risk assessment and first aid needs assessment should document decisions regarding the First aid facilities(sick bay) and resource requirements for the school including the number and contents of first aid kits:

guidance as to the number and requirements of first aid facilities and the content of first aid kits and portable kits is set out in the Vic DET guidance and in the Code although not normally required, schools may decide to provide an Automatic External Defibrillator (AED) if the first aid risk assessment identifies the likelihood of a need to respond to a sudden cardiac arrest. Only people who have been trained in their use should use defibrillators

Ministerial Order 706 (Anaphylaxis Management in Victorian schools) and Vic DET's Anaphylaxis Guidelines require the provision of general use adrenaline autoinjectors. Further details can be found in the school's Anaphylaxis Management Policy.

Schools must create policy and procedures to set out how students' medication will be administered.

The policy and procedures will include how medicines are authorised, training and advice, self-medication, the specific guidance regarding analgesics and record keeping.

The school must retain an accident and incidents register in compliance with occupational health and safety legislation. All accidents and injuries will be recorded on the Safety Incident Report Form and entered into Complispace system by the Business Manager. In parallel with this register, schools should also retain a record of first aid interventions that should be linked with both the register of students' medical conditions and the accident and incidents register. It is the policy of the school that all injuries to the head are reported to the Principal and that parents/emergency contacts are contacted regarding the injury.

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By law, employers must consult with employees in relation to matters that have a direct effect on their employees' health and safety, in so far as is reasonably practicable. This must include providing employees with information about the matters in question, giving employees a reasonable opportunity to express their views and taking those views into account.

## **Risks and Responsibilities**

The governing board is responsible for confirming that the school has a first aid policy that is compliant with VRQA requirements and WorkSafe guidance.

The principal is responsible for ensuring the first aid policy and procedures comply with the VRQA requirements and Work Safe guidance.

The principal is responsible for creating clear staff leadership and accountabilities for first aid so that all members of staff know exactly what is required of them; such leadership will help to create cohesion in what can sometimes be a fragmented function of the school. Such leadership also ensures that first aid is consistent with the related policies: Anaphylaxis, Health and Safety, Infection Prevention, Administration of Medicines, Record Keeping, Staff Training.

The principal may choose to allocate the responsibility for leading the first aid function to a specific person. The nominated person (e.g. Director of Wellbeing) is responsible for directing the overall function and potentially for leading the team of trained first aid officers but not necessarily for the operational delivery of first aid itself.

The principal is responsible for ensuring a first aid risk assessment is developed, kept up-to-date and recorded. The principal also needs to make sure the risk assessment is comprehensive and consistent with WorkSafe guidelines.

The principal is responsible for 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.

The principal is responsible for ensuring clear procedures and other implementation documents (such as checklists and workflow diagrams) are developed and communicated. The procedures and implementation documents should cover: the arrangements for ill and injured students and staff record keeping:

- student medical records; records of first aid administration  
parental permission parent contact details including emergency contacts first aid on off-site excursions, trips, etc. checklists for first aid facilities, resources and equipment
- first aid training
- specific responsibilities for teachers, non-teachers, Causal Relief Teachers, contractors, volunteers

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- procedural information for staff: 'what to do when....' workflow diagrams
- first aid kits
- immunisation
- First Aid Communication Plan
- Work-flow program.

**Communication of the Policy**

The school must ensure that the first aid policy and procedures are communicated to staff, students and parents. The nature of first aid interventions means that staff and students need readily available, clear and practical information. Schools are advised to create separate procedures regarding the communication of first aid information in the form of a First Aid Communication Plan.

The First Aid Communication Plan should include information relating to the names and locations of trained first aid officers, the location of first aid kits and facilities, and the procedures to be followed when first aid or further assistance is required.

**Discipline for Breach of Policy**

Where a staff member breaches this policy, David Scott School may take disciplinary action.

**Related Legislations**

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 2017 and Equipment (Public Safety) Regulations 2017 (came into force on 18<sup>th</sup> June 2017).

Safe Work Australia- Model Code of Practice – First Aid in the Workplace

# First Aid Policy

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| <b>Approved by</b>            | Catherine Arnold – Principal    |
| <b>Approved Date</b>          | October, 2020                   |
| <b>Review Date</b>            | 2022                            |
| <b>Authorising Department</b> | David Scott School              |
| <b>Prepared by</b>            | Craig Colgan – Business Manager |
| <b>Control File title</b>     | First Aid Policy                |
| <b>Version No</b>             | V 1.0                           |
| <b>Superseded documents</b>   |                                 |

## Policy Changes

| <b>Date</b> | <b>Reason for Change</b> | <b>Made by</b> |
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