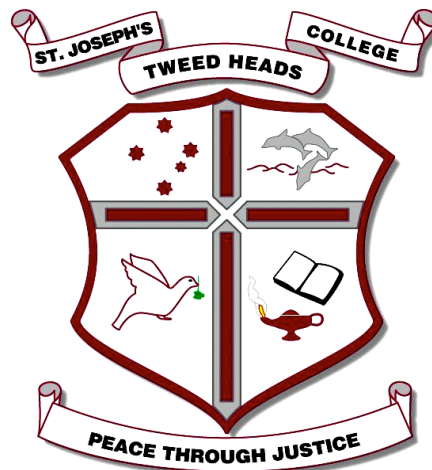


---

# St. Joseph's College First-Aid Policy Template

---



## FIRST AID POLICY

### PURPOSE

Care of people and concern for their welfare are integral to the ethos of **St Joseph's college**. This college is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school/college in accordance with the legislative requirements of the *NSW WHS Act 2011* and *NSW WHS Regulation 2011*.

### POLICY FRAMEWORK AND CONTENT

The college also recognises that it is responsible and accountable for ensuring the health, safety and welfare of students, workers, volunteers and other people who provide services to the college.

To meet these social and moral responsibilities and to meet our commitment under the legislation, we 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.

### COLLEGE COMMITMENT AND RESPONSIBILITIES

The management of the college (*ie* the principal or a person acting in the capacity of the principal), as required under the *WHS Act 2011* and *Regulation 2011* is responsible for:

- The provision of first aid facilities and equipment based on an assessment of the needs of the school/college
- Determining the number of personnel trained in first aid
- Ensuring that a minimum of at least two staff members in the primary school and four staff members in secondary school/college are trained in first aid
- Providing adequate and ongoing training/information for all teachers and ancillary staff as required including CPR/emergency care training
- Providing sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties
- Ensuring adequate signage for first aid facilities and kits in accordance with Australian Standards
- Facilitating the development of policy and procedures adapted to the particular requirements of the school/college
- Ongoing evaluation and review of the needs of the school/college environment
- Ensuring ongoing compliance with legislative requirements
- Maintaining a reporting and recording system for first aid including a register of injuries in accordance with the WHS Management System
- Investigating, in consultation with WHS Committees/Representatives, incidents involving injury and illness
- Keeping a record of employees who are trained in first aid and their level of training

## RESPONSIBILITIES OF FIRST AID PERSONNEL

Under the requirements of the *WHS Act* and *WHS Regulation* a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- Initial provision of first aid treatment
- Maintaining all first aid kits within the school/college
- Maintaining first aid facilities i.e. sick bays in accordance with legislative requirements
- Administering medication

The person designated as primary first aid officer is paid an allowance for additional tasks and responsibilities, according to the award.

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer or principal to be in charge of a first aid kit or kits.

Trained personnel taking first aid kits from the school/college for school/college excursions, sports events etc. are responsible for:

- The care of excursion first aid kits
- Providing emergency care
- Recording of incidents and injuries using the appropriate forms
- Returning and restocking of the first aid kit as necessary

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 that they have received.

## RESPONSIBILITIES OF WORKERS

Workers are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training
- Reporting and recording incidents and injuries as per school/college procedures

Workers are required under the *WHS Act*, not to interfere with or misuse anything provided in the interest of health and safety under work health and safety legislation in the workplace eg removing first aid supplies from first aid kits and first aid facilities.

## RESPONSIBILITIES OF PARENTS AND/OR GUARDIANS

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children and/or charges, for:



- Keeping the school/college informed of any medical conditions, treatments and medical contact details
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- Updating the school/college on any changes in medical conditions and/or required treatments

## CONTINUOUS IMPROVEMENT

Our school/college management team, in consultation with workers through the WHS Committee/Representatives will regularly monitor, evaluate and review this *First Aid Policy*, related guidelines, procedures and relevant records, to ensure continuous improvement of first aid management.

## POLICY REVIEW

This *Policy* will be reviewed within twelve months of its date of adoption.

## Appendix 1

### SAMPLE FIRST AID GUIDELINES

In our commitment towards compliance with Work Health and Safety legislation, the school/college will establish a first aid program.

#### 1. *Compliance with Legislation/Industry Standards*

To ensure compliance with WHS legislation the school/college will, on an annual basis:

- Conduct relevant risk assessments
- Conduct a risk assessment after an accident/injury/illness has been recorded
- Consult with workers in accordance with the school/college's consultation arrangements
- Review current written procedures in relation to legislative requirements
- Review training requirements and ensure appropriateness of training received
- Review requirements for infectious disease control to ensure measures are up to date and enforced eg offer vaccination of staff for Hepatitis B
- Provide updated information

#### 2. *Consultation*

As part of our commitment to consultation in the workplace our workers will be consulted about

- Issues pertaining to our first aid policy and procedures
- Medical treatment of students
- Their needs in terms of first aid facilities
- Issues pertaining to infectious disease control
- Their needs in terms of training and instruction
- Any changes in procedures and other first aid requirements, prior to implementation of changes

#### 3. *Assessments Required*

To ensure compliance with legislative requirements the following assessments will be required.

3.1 **Risk assessment** identifying all possible scenarios and the subsequent needs in providing first aid

- Possible emergency situations
  - likelihood and severity of such incidents
  - numbers likely to be involved
  - type of treatment that may be required
  - resources available including proximity of external assistance

- Possible medical emergency, remembering to include medical conditions of new students

### **Risk Control Measures**

Following a risk assessment a determination as to the control measures required is to be made. Measures may include a combination of information, instruction, training, safe work procedures, personal protective equipment, safety equipment and signage.

#### **3.2 First aid needs of the school/college**

- Extent of first aid facilities needed
- Appropriate location (ensuring access and visual supervision)
- Number, type and location of kits required
- Type of kits and additional first aid supplies for external events eg excursions, sports carnival, sporting activities, swimming carnival and water activities.
- Provision of area for first aid facilities for employees (in addition to sick bays for children)
- Provision of personal protective equipment eg gloves, CPR masks

#### **3.3 Training, information and instruction requirements/needs**

- Ongoing provision of updated information on infectious disease control
- Information on condition and instruction in treatment for students/staff with specific medical needs
- Training relevant to the activities being conducted (eg excursions in isolated locations, equipment used in design and technology)

#### **3.4 Signage requirements**

- Determination of signage required in accordance with Australian Standards
- Determination of the location of the signage
- Information near first aid kits on the first aid provider, contact details etc.

### **4. Determine roles and responsibilities**

Legislation requires the nomination of a staff member as the primary first aid officer who is responsible for:

#### **4.1 First aid kits as per policy, including**

- Ensuring first aid kits and their signage are in good repair
- Ensuring kits are always stocked in accordance with legislative requirements and what has been determined is safe/appropriate for the school/college
- Suitable disposal and replacement of out-of-date medical supplies
- Appropriately recording all first aid treatment, including supplies and equipment used

#### **4.2 First aid facilities, ensuring compliance with legislative requirements including**

- Accessibility at all times
- Availability of a legally compliant first aid kit
- Provision of disposable sheets and pillow overlays or other suitable bedding
- Suitable containers for the disposal of contaminated waste
- Ensuring that no other items other than those required for first aid are stored in this room and the room is used for no other purpose than first aid treatment
- Provision of suitable disposal and replacement of out-of-date medical supplies

#### 4.3 Development of procedures

A person with first aid skills should be nominated to develop first aid procedures in consultation with workers. (See below for requirements regarding procedures.)

#### 4.4 The register of injuries ensuring that

- Records are kept up to date
- Information about injury statistics is available to WHS committee members/representatives
- Information is forwarded to the relevant person in the organisation and to the regulator where required

### 5. Induction of new and casual staff

As part of the PCBU's duty of care to provide adequate information, instruction and training, new and casual/temporary staff should be provided with relevant information including:

- Who is trained to administer first aid
- Who is responsible for first aid kits and first aid facilities
- What is expected from workers in the event of a medical emergency
- Medical emergency procedure
- Responsibility to report items used in first aid kits
- Procedures for reporting medical incidents (injury/illness)
- Name of person who administers medication
- Details of individual needs of children and staff if and when appropriate

### 6. Written Procedures

Written procedures must be consistent with *Australian Resuscitation Council* guidelines, the relevant regulator and any other legal requirements.

Procedures must be developed for particular students and staff, if appropriate, for:

- General medical and other emergency situations
- Workers and students with known medical conditions eg asthma, diabetes
- Excursions, sporting events and water programs

In addition to first aid and emergency care training, specific training and instruction in the above procedures will be available when required.

Implementation of procedures must be developed in consultation with WHS Representative/s and all workers, to include a time frame for implementation regularly eg twice a year.

All procedures to be monitored and evaluated to ensure effectiveness and correct procedure is always followed eg precautions for infectious disease control, at least once a year.

Procedures must be reviewed regularly and following an incident/accident where treatment is required or when new information becomes available.

WHS Representatives will be required to participate in this process.

See *Appendix 2* for sample medical emergency procedures.

## **7. Instruction**

Instruction must be given in such procedures including as part of the induction process. A person with the necessary skill and knowledge needs to be chosen to provide such instruction in the procedures.

Where students require specialised medical treatment (eg use of epi-pens), staff should to be regularly instructed in the correct procedures and notified immediately of any changes in treatment.

## **8. Training**

Training as required by the initial risk assessment must be provided by suitably qualified organisations ensuring training is appropriate to the needs of the school/college.

Records must be kept of all persons trained in first aid and emergency care. These records must be updated and regularly reviewed to ensure adequate training levels are maintained.

## **9. Provision of Information**

Workers need to be regularly provided with information on first aid issues:

- At induction training
- Directly from management
- At staff meetings
- In WHS information folders/WHS hardware, staff handbooks/manuals.
- On the staff WHS information board
- At special information sessions where necessary

All workers need to be advised of the location of first aid resources and trained first aiders.

All first aid kits should have information posted beside them, indicating names of currently qualified first aiders, their location or extension number and the phone number of emergency services eg poisons information centre etc.



## 10. Consultation

Workers need to be consulted on first aid issues either directly through WHS Committees or WHS Representatives or other agreed consultation arrangements.

Consultation needs to occur:

- When establishing procedures
- When any changes occur to first aid practices, requirements, provisions to first aid facilities etc
- When policy, practices and procedures are reviewed
- When training needs are being determined
- When new information relating to first aid becomes available

## 11. Continuous Improvement

To ensure the effectiveness and ongoing compliance of the *First Aid Policy* and program with legislation, Australian Standards and *Australian Resuscitation Council* requirements, the following must occur:

### 11.1 Monitoring of first aid procedures, including:

- Monitoring of the use of correct procedures mainly through consultation
- Review of treatment to ensure correct practice
- Changes being made where appropriate
- Workers being consulted and informed
- Workers being instructed in new procedures

### 11.2 Evaluation of first aid procedures, including:

- Evaluations of current procedures through consultation
- Procedures being changed where appropriate (*NB.* input is required from suitable sources with medical knowledge)
- Training and instruction being adapted to incorporate new procedures
- Evaluations of new practices or changes in practices prior to their introduction in the workplace

### 11.3 Review of the following is required:

- *First Aid Policy* on agreed time basis
- Injury and accident statistics and accident/incident reports to ensure adequate treatment is being provided, made available to WHS Committee/Representatives before each meeting
- First aid treatment procedures including those in infection control
- Training requirements
- Provision of information
- Legislative and industry requirements

The information obtained from regular monitoring, evaluation and review will be used to refine and improve. Employees will be provided with feedback, information and where necessary instruction training in new procedures.

## Appendix 2 - Emergency Procedure

*(Medical Emergency on School/College Grounds)*

1. Make the area safe. Evacuate the area in the event of an incident or potential threat to safety (eg gas cylinders ruptured).
2. Alert the front office/reception.
3. Front office/Reception to notify emergency services where necessary. Information required by emergency services will include:
  - Exact location of school/college (*ie* address, nearest cross street, landmark)
  - Type of incident/accident (eg medical emergency, accident involving plant/equipment)
  - Number of persons injured and/or trapped
  - Any Hazmat incident (eg gas fire)
  - Contact details (*ie* phone number and person reporting incident)
4. The primary first aid provider is to **assess** the casualty / casualties and **treat** where necessary, using first aid principles (*ie* DRABC). Other first aiders are to assist in treatment required.

**First aid providers treating injured/ill persons must use correct infection control procedures including the use of gloves, masks etc.**

5. Where emergency services are not required persons injured or ill are to be taken to the first aid room for further treatment or observation.  
Where school/college children or young persons are ill/injured parents/guardians are to be contacted.
6. First aid providers must complete incident/accident report forms and submit to the front office/reception as soon as practicable.  
Where first aid supplies are used persons in charge of first aid kits/facilities are to be notified to ensure re-stocking of kits as soon as possible. Usually those people in charge of the kits and keeping them supplied are the people who are designated first aid persons. Treatment details and supplies used should be recorded in the first aid book.

### Appendix 3 - Prescribed First Aid Kits

The following kit, based on suggested requirements per 100 students (as advised in the WorkCover publication *First Aid in the Workplace*) should be located in all areas within the school/college where a first aid kit is required, with the exception of the kit in the primary first aid location (the sick bay/office area), in which the amount will be replicated per every 100 students in the school/college.

Kit Contents	Qty
Adhesive plastic dressing strips, sterile, individually wrapped, packets of 50	1
Adhesive dressing tape, 2.5cm x 5cm	1
Plastic Bags for amputated parts, small	
- Small	1
- Medium	1
- Large	1
Dressings, non-adherent, sterile, 7.5 cm 7.5 cm	2
Eye pads, sterile	2
Gauze bandages	
- 5 cm	1
- 10 cm	1
Gloves, disposable, single	4
Rescue blanket, thermal, silver space	1
Safety pins, packets	1
Scissors, blunt/short nosed, minimum length 12.5 cm	1
Splinter forceps	1
Sterile eyewash solution, 10 ml single use ampoules or sachets	6
Swabs, pre-packed, antiseptic, packs of 10	1
Triangular bandages, minimum 90 cm	4
Wound dressings, sterile, non-medicated, large	3
Resuscitation mask	
First-aid pamphlet as approved by WorkCover	1

1. Ice packs should be easily accessible and instant ice packs available for sporting events
2. An eye module should be included in first aid kits in areas where:
  - Chemicals are handled
  - Spraying, hosing, compressed air or abrasive blasting operations are carried out.
  - Where there is a possibility of flying particles
  - Welding, cutting or machining operations are conducted
  - Wearing of eye protection is recommended

These areas would include science areas, art rooms, technological and applied science areas, grounds maintenance workshops and cleaners' rooms.

An eye module would consist of:

- Guidance notes
  - Sterile eye wash solution, 10ml single use ampoules or sachets
  - Sterile eye pads
  - Adhesive tape
3. **For use in remote areas**, additional first aid kit contents include:
- Emergency reference manual
  - Broad crepe bandages (for the treatment of snake bites)
  - Cervical collar (for spinal/neck injuries)
  - Instant ice packs
  - Large clean sheeting (for covering burns)
  - Whistle (for attracting attention)
  - Torch/flashlight
  - Note pad and pencil (for recording treatment given)
4. **First aid kit containers** should protect the kit contents from dust and damage and should be large enough to hold all required modules, preferably in separate compartments. The container should be easily recognisable (*ie* a white cross on a green background displayed on the outside), and should not be locked.
5. **The first aid room/sick bay** should be an adequate size for the purpose with easy access through the door and to toilets, and should not be used for any other purpose. It should be well lit and ventilated and equipped with the following:
- Sink and/or wash basin with hot and cold water
  - Work bench or dressing trolley
  - Cupboard for storage of linen and supplies
  - Soiled dressing container with supply of disposable plastic bags
  - Electric power point
  - Bed with blanket and pillow and adequate supply of linen (preferably disposable to prevent cross-infection)
  - Upright chair
  - First aid kit appropriate to the needs and numbers in the school/college

**6. First aid kits should be readily available at/in all**

- Office/administration areas, sick bays or first aid rooms where primary first aid officer is available to administer first aid
- Playgrounds
- Science areas
- Technological and applied science areas
- Creative art areas
- Food technology areas
- Canteens/tuckshops
- Cleaners' rooms
- Grounds maintenance workshops
- Swimming pools
- After school/college care facilities
- Residential facilities
- School/college vehicles
- Excursions
- Sporting events
- Fetes, fairs, firework displays, working bees etc.