



# **FIRST AID POLICY**

# First Aid Policy 2020

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<b>Purpose:</b>	The purpose of this policy is ensure the appropriate provision of first aid equipment, facilities, First Aiders and training at Wisdom College.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> Anti-Discrimination Policy 2019
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> April 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>● <u>Education and Care Services National Law Act 2010</u></li> <li>● <u>Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 146, 147, 168(2)(iv), 170, 171, 172, 177, 181, 183, 184</u></li> <li>● <u>National Quality Standard: Quality Area 2.1.4</u></li> <li>● <u>Work Health and Safety Act 2011 (Qld)</u></li> <li>● <u>Work Health and Safety Regulations 2011 (Qld)</u></li> <li>● <u>First Aid in the Workplace Code of Practice</u></li> <li>● <u>Australian Privacy Principles</u></li> <li>● <u>Wisdom College Health and Safety Policy</u></li> <li>● <u>Wisdom College Medication Policy</u></li> <li>● <u>Wisdom College Anaphylaxis Policy</u></li> <li>● <u>Wisdom College Asthma Policy</u></li> <li>● <u>Wisdom College Child Protection Policy</u></li> </ul>	

<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version:</b> 2.0 <b>Dated:</b> April 2020

## Policy Statement

Wisdom College is a safe workplace for students, staff, school community members and visitors alike, and that the College has defined areas for the safe storage of medications and has set procedures to cope with accidents and emergencies.

Wisdom College is committed to the provision of appropriate first aid to Workers and Other Persons as required under the *Work Health and Safety Act 2010* and associated *Regulations*, and the *Education and Care Services National Law Act 2011* and associated *Regulations*.

The provision of appropriate first aid will include the adequate provision of and access to:

- First aid equipment, including first aid kits;
- First aid facilities; and
- First Aiders, including appropriate training.

The determination of what is an adequate provision will be determined by Wisdom College in accordance with the relevant legislation, having regarded to:

- a) The nature of the work being carried out at the workplace; and
- b) The nature of the hazards at the workplace; and
- c) The size and location of the workplace; and
- d) The number and composition of the Workers and Other persons at the workplace.

## **First Aid Equipment**

In accordance with the *First Aid in the Workplace Code of Practice*, Wisdom College will ensure that all staff members are able to access a first aid kit. Taking into account the risk due to the specific needs of the service, first aid kits will be provided.

Based on the risk assessment of the needs of the service, basic kits will be provided. Kits will be purchased from a reputable provider and will comply with the *Code of Practice* content and design requirements.

First aid kits and equipment will be kept in prominent, accessible locations where they are able to be retrieved promptly by staff, whilst remaining inaccessible to children. At Wisdom College this means that kits and equipment will be stored in the sick bay in a locked storage under admin staff's control during working hours.

## **First Aid Facilities**

In accordance with the *Code of Practice*, Wisdom College will ensure that adequate first aid facilities are available at the service. Taking into account the risk due to the specific needs of the service, this means that a Sick Bay / First Aid Room, including a telephone will be provided.

## **First Aiders**

In accordance with the *Code of Practice*, Wisdom College will ensure that adequate First Aiders are always available at the service. Taking into account the risk due to the specific needs of the service, this means that a First Aider will be immediately available in an emergency at all times, as follows:

- A minimum of 10 with a current approved first aid qualification; and
- A minimum of 10 with current approved anaphylaxis management training; and
- A minimum of 10 with current approved emergency asthma management training.

The same person may hold one or more of these qualifications.

As the Wisdom College is on the site of a school, it is sufficient if the First Aider is in attendance at the school site generally, and immediately available in an emergency. The First Aider will hold the above approved qualifications.

Wisdom College will ensure that adequate training is undertaken with an approved provider and refreshed as required, and that rosters are appropriately scheduled to fulfil the commitment to the minimum number of First Aiders.

First Aiders at the service are responsible for restocking and maintaining first aid kits and equipment.

## Definitions

Definitions relevant to this policy include:

**First aid:** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers

**First Aider:** is a person who has successfully completed a nationally accredited training course or an equivalent level of training, as approved by the Australian Children's Education and Care Quality Authority, that has given them the competencies required to administer first aid or undertake anaphylaxis management or emergency asthma management.

## Responsibilities

### Staff Responsibilities:

- Refer all injuries or illnesses that occur during class time to the office staff to manage the incident.
- Attend to all injuries or illnesses that occur during Morning Tea or Lunch breaks or playground duty before being referred to the staff member on first aid duty.
- Ensure they carry a basic first aid kit with them on playground duty for the treatment of minor injuries.
- Complete the First Aid Register for minor injuries otherwise complete an Incident Report form.
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may consult with other staff members before deciding on the appropriate course of action.

**Parent Responsibilities:**

- Give their child follow up to first aid if necessary.
- Inform the school of any follow up treatment recommended by a doctor.
- Contact the school office and complete the appropriate medication forms if necessary.
- Be aware of the school's policies and procedures regarding first aid.
- Ensure contact details are up to date and have an alternative contact person and care arrangements should they be unable to remove their child from school in the event of an injury or illness.
- Sign the sign out register when collecting children from school because of illness or injury.

**Student Responsibilities:**

- Access first aid resources, including the Sick Bay for injuries or illnesses
- Follow the instructions of First Aid Officer or Teacher
- Report to a Teacher, incidents that cause injury.

**School Responsibilities:**

- Ensure that all school First Aiders have undergone recognised first aid and CPR training
- Provide a first aid room comprehensively stocked with basic first aid material.
- Provide appropriately stocked first aid kits for use during playground duty, sporting events, camps, excursions and all other activities undertaken away from the school.
- Communicate general and specific information regarding first aid to all staff at the beginning and throughout each year via Staff Meetings and the Bulletin.
- Ensure school camps, have at least one first aid trained staff member in attendance.
- At the commencement of each school year send a request for updated information home, including requests for any medical management plans and reminders to parents of the policies and practices used by the school to manage First Aid, management, illnesses.
- Remind parents throughout the year, (via the Newsletter) of the policies and practices used by the school to manage first aid, illnesses and medications.
- Ensure a system for recording all information relevant to the first aid management of an injury or illness is maintained.
- Organise first aid duties according to the school's requirements.

### **First Aid Officer Responsibilities:**

- Purchase and maintain the First Aid supplies and resources, First Aid kits, icepacks and the general upkeep of the Sick Bay.
- Hold a current, nationally recognised first aid qualification/statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid units of competency. First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid.
- Ensure first aid training is current and records reflect qualifications.
- Provide initial care of ill or injured staff, students and others by rendering first aid care in accordance with approved training, and where appropriate, referring the casualty for additional medical advice (e.g. ambulance/doctor).
- Supervise 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.
  
- Adhere to adequate and appropriate standard precautions for infection control.
- Contact the student's parents if serious injuries or illnesses occur. If parents are not contactable, First Aid staff or administration will follow procedure outlined on student's information card or Medical Alert card.
- Report to the student's parents if a student receives an injury which the teacher considers more than "minor". Contact Parents of ill students to remove the student from school

### **Implementation**

Wisdom College will take the following steps to ensure the adequate provision of first aid at the service, including:

#### **Awareness**

The service will provide appropriate information about first aid to Workers so that they know what to do and who to contact if they or a child are sick or injured. The information and instruction on first aid will include:

- the location of first aid equipment and facilities;
- the names and location of persons trained to administer first aid; and
- the procedures to be followed when first aid is required;



## **Training**

The service will ensure that an appropriate number of First Aiders are trained and rostered on at all times. Qualifications will be in line with the requirements of the relevant legislation and will be refreshed as required; and

## **Record Keeping, Monitoring, Reporting**

- The service will ensure that a record of any first aid treatment given will be kept by the First Aider in accordance with the Wisdom College Privacy and Record Retention Policies;
- Regular reports regarding the provision of first aid will be made to Principal or school coordinators to assist in monitoring and reviewing first aid arrangements, including hazard and incident management, at the service, in accordance with the Wisdom College Privacy Policy; and

Records of any first aid qualifications will be kept on Workers' employment records.

## **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, Wisdom College will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the employees and families; and

Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.