



FIRST AID POLICY

Rationale

At Tenison Woods College we have a responsibility to provide a safe work environment for all members of our school community.

We have a duty of care for the safety of our staff, students, volunteers, contractors and other people onsite.

It is important to ensure that First Aid arrangements and facilities are in place to ensure all injured and ill people get immediate and adequate treatment.

Appropriate First Aid facilities, training and resources must be in place to meet the first aid needs of staff, students and others in the workplace including those activities that take place off site or out of school hours.

Definitions

First Aid – The emergency treatment provided to employees, students, and others who suffer injury or illness while at work/school, using facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate 'first responder' First Aid procedures. Diagnosis and treatment are the responsibility of the ambulance officers, paramedics or medical practitioners.

First Aid Officers - Staff members who have been trained in First Aid and are designated to provide initial care of injured staff, students and others.

Policy

First Aid facilities to meet the needs of staff, students and others must be in place in schools and for school approved activities, including off site activities such as camps and excursions, and out of hours school events.

Sufficient staff must be trained under the provisions of the Occupational Health and Safety Act 2004 to ensure adequate provision of first aid based on the number of students, the activities being undertaken and the environment.

A first aid officer with current first aid qualifications must always be available to respond and assist an ill or injured person.

Additional staff with relevant training must be available depending on the student population, proximity to medical facilities, and the nature of activities being undertaken.

Additional training for anaphylaxis management will be undertaken by staff at the school.

A first aid risk assessment will identify the minimum first aid requirements for a school and considers:

- the size and layout of the school – buildings, external areas
- high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas
- the number of employees, students and others in the workplace
- known medical conditions of staff, students and others
- previous incidents or trends in illness or injuries •
- the nature and location of camps, excursions and other off site activities
- school vehicles
- proximity to medical facilities and access to emergency services
- proximity of hazards in the school or local environment.

This risk assessment will identify the following:

- the number of designated first aid officers
- the location of first aid kits and defibrillators.

The risk assessment is to be reviewed regularly to ensure that the first aid resources in the school continue to meet the needs of the community. A risk assessment is to be completed prior to camps and excursions.

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First Aid Officer training

It is the responsibility of the PCBU or their delegate to ensure that designated First Aid Officers have completed the recognised training. The minimum training requirement is HLTAID011 "Provide First Aid". This certificate is to be renewed every three years. This includes Asthma and Anaphylactic training.

General First Aid training for staff

First Aid training is compulsory for all staff that work with children and invitational for all ancillary staff. The Front Office staff must all hold current HLTAID012 (or above) First Aid training. The school offers HLTAID012 "Provide First Aid in an Education or Care Setting" training each term break for all staff.

The College also offers additional training in other medical conditions, such as Diabetes, Epilepsy or Mental Health First Aid. A register of all first aid training is kept in the school by a person nominated by the Principal.

Responsibilities of First Aid Officers

First Aid Officers provide initial care to injured or ill staff, students or others by delivering First Aid treatment in accordance with the level of their training. They are not required to diagnose conditions or to provide ongoing medical assistance. When appropriate, the First Aid Officer will refer the ill or injured person to an appropriate medical specialist. The Principal must ensure there are adequate staff trained in First Aid to meet the needs of the school environment and population.

Location of First Aid

Where it is determined that a First Aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. If it is not possible to provide a First Aid room, an area must be provided for ill or injured staff, students or others to rest. The First Aid room or area must be in a location that can be supervised by a staff member with First Aid training at all times. A locked cabinet for the storage of medication must be available in the facility.

Communication with Parents and /or Carers

The school will request that parents provide up-to-date and accurate medical information relating to students, including information about conditions such as anaphylaxis, asthma and diabetes. Parents will be requested to provide this information annually, prior to camps and excursions and if the child's medical condition has changed.

When First Aid is administered this will be recorded on the Learning Management System. Parents, guardians and/or carers will be notified as soon as possible if required to collect an ill or injured student from the school.

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