



FIRST AID POLICY

1 PURPOSE OF THIS POLICY

- 1.1 Minaret College (College) is committed to the care, safety and welfare of students and staff.
- 1.2 The First Aid Policy sets out the principles and framework governing the college's behaviours and activities that enact the college's legal responsibilities and which support the care of students and staff. The policy, together with the policy implementation documents listed in section 10, should be read and understood by staff, parents and students.

2 PRINCIPLES

- 2.1 The college and its staff have a duty of care towards students.
- 2.2 The college 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.
- 2.3 The college provides a safe working environment for students and staff.

3 AIMS OF THE POLICY

- 3.1 To provide the framework within which the detailed first aid procedures are set.
- 3.2 Comply with the requirements of Education and Training Reform Act 2006 (Vic) to develop and implement the following related policies and procedures:
 - a) first aid
 - b) distributing medicines
 - c) management of anaphylaxis.

4 LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- a) Duty of Care
- b) Education and Training Reform Act 2006 (Vic)
- c) Education and Training Reform Regulations (2017)
- d) Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- e) WorkSafe Compliance Code – First Aid in the Workplace
- f) Occupational Health and Safety Act 2004 (Vic)
- g) Occupational Health and Safety Regulations 2007 (Vic)
- h) Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 (came into force on 18th June 2017).

5 KEY DEFINITIONS

- 5.1 The college 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.
- 5.2 **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.
- 5.3 **Non-teaching staff** do not have the same legal duty of care. The college 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 college retains its duty of care (which is non delegable) and so must ensure that the college staff concerned have proper training and support and should always be able to contact another member of staff if assistance or advice is needed.
- 5.4 Under the duty of care, there are limits to the actions required of the Executive principal and teachers. In the case of **serious injury or illness**, neither the Executive 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.
- 5.5 The college will undertake and document a **First Aid Risk Assessment** (or a first aid needs assessment) in order to establish the college's first aid requirements. The risk assessment must be kept up-to-date and the college should determine the frequency with which the risk assessment is repeated.
- 5.6 The risk assessment and first aid needs assessment will document decisions regarding the **training** requirements for the college:
- a) the college 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 WorkSafe Compliance Code
 - b) in deciding the number of trained first aid officers, the college must take into account the location of the first aid officers across the college to ensure students and staff in all parts of the college have reasonable access to first aid
 - c) the training for the nominated first aid officers must be to at least 'Provide First Aid' HLTAID003 as set out in Vic DET's guidance and in the WorkSafe Compliance Code
 - d) 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 college's Anaphylaxis Management Policy
 - e) the college must retain up-to-date records of all staff first aid training and qualifications.

- 5.7 The risk assessment and first aid needs assessment will document decisions regarding the **first aid facilities (first aid rooms or sick bays) and resource** requirements for the college including the number and contents of **first aid kits**:
- a) 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
 - b) although not normally required, the college 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
 - c) 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 college's Anaphylaxis Management Policy.
- 5.8 The college has created policy and procedures on how students' medication is administered.
- 5.9 The college will retain a **register of students' medical conditions** and have procedures in place to ensure the register is kept up-to-date and able to be accessed in a timely manner by those who need to see the information, bearing in mind the need to comply with privacy requirements.
- 5.10 The college will retain an **accident and incidents register** in compliance with occupational health and safety legislation. In parallel with this register, the college will 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.

6 SCOPE

- 6.1 The application of the policy is relevant to the Minaret College Board, Executive Principal, college staff, students and parents.

7 ROLES AND RESPONSIBILITIES

- 7.1 The College Board is responsible for confirming that the college has a first aid policy that is compliant with VRQA requirements and WorkSafe guidance.
- 7.2 The Executive Principal is responsible for ensuring the First Aid Policy and procedures comply with the VRQA requirements and WorkSafe guidance.
- 7.3 The Executive Principal or his delegate 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 college. Such leadership also ensures that first aid is consistent with other related policies, such as Anaphylaxis, Health and Safety, Infection Prevention, Administration of Medication and Record Keeping.
- 7.4 The Executive Principal is responsible for ensuring a first aid risk assessment is developed, kept up-to-date and recorded. The Executive Principal also needs to make sure the risk assessment is comprehensive and consistent with WorkSafe guidelines.

- 7.5 The Executive Principal is responsible for deciding the first aid training requirements for the college, 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 college.
- 7.6 First aid is a college function that can easily grow out of control when, with the best intentions, staff seek to eliminate all risk and the balance between compliance and common sense is lost. The Executive Principal is responsible for ensuring procedures and record keeping is as simple and straightforward as possible.
- 7.7 The Executive Principal is responsible for ensuring clear procedures and other implementation documents (such as checklists and procedures) are developed and communicated. The procedures and implementation documents should cover:
- a) the arrangements for ill and injured students and staff
 - b) record keeping: student medical records; records of first aid administration
 - c) parental permission
 - d) parent contact details including emergency contacts
 - e) first aid on off-site excursions, and camps
 - f) checklists for first aid facilities, resources and equipment
 - g) first aid training
 - h) procedural information for staff: 'what to do when....' workflow diagrams..
 - i) immunisation
 - j) First Aid Communication Plan
- 7.8 Parents have primary responsibility for the health of their child(ren). The aim of the college's first aid is not to diagnose or treat a medical condition.
- 7.9 Parents are responsible for providing the college with accurate and up-to-date information about the health needs and the management of medical conditions.
- 7.10 Teachers (including Casual Relief Teaching staff) have a duty of care to administer first aid when necessary, within the limits of their skill, expertise and training. Where possible, first aid should only be provided by staff who have been 'designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence'.
- 7.11 Staff have a responsibility to familiarise themselves with the college's first aid procedures and to implement those as and when required.
- 7.12 Staff have a responsibility to comply with the college's first aid training requirements

8 COMMUNICATION OF THE POLICY

- 8.1 The college will 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.
- 8.2 The First Aid Communication Plan will 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.

9 POLICY IMPLEMENTATION DOCUMENTS

- 9.1 The documents setting out the strategies and actions required to implement this policy includes:
- a) Delivery of first aid treatment for students attending sick bay during class time and recess/lunch time
 - b) recording of first aid treatments and incidents
 - c) up-to-date medical information is collected from parents to form the basis of the student medical records
 - d) the delivery of first aid for students involved in sport, off-site activities, excursions, camps, etc.
 - e) General first aid care procedures including the supervision of ill students in the first aid room or sick bay.
 - f) Contents for First Aid kits
 - g) List of First aid qualified staff

10 POLICY REVIEW

- 1.1 The Board will review the First Aid Policy in three years, or earlier, if required.

11 RELATED POLICIES

- Duty of Care Policy
- Medication Administration Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Infectious Diseases Policy
- Student Medical Records Policy
- Privacy Policy

DOCUMENT CONTROL

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