



## FIRST AID GENERAL PROCEDURE

*This procedure must be read in conjunction and interpreted in line with the [First Aid Policy 2016](#) and related procedures.*

### 1 OVERVIEW

- 1.1 This document describes the standard of first aid provision and first aid facilities for workers, students and others visiting Weetangera School. [The Administration of Student Medication and Complex Health Care Procedures](#) should be referred to where significant levels of ongoing care and assistance are required.
- 1.2 Specific advice on significant medical conditions such as anaphylaxis, asthma, diabetes and epilepsy, as well as operational tasks such as infection control and maintenance of facilities is available in the relevant first aid procedures.

### 2 RATIONALE

- 2.1 Weetangera School manages first aid safety risks and hazards in accordance with the [First Aid in the Workplace Code of Practice](#) in order to meet legislative requirements outlined in the [Work Health and Safety Act 2011](#), the [Children \(Education and Care Services\) National Law \(NSW\) No. 104a](#) and the associated regulations; the [Work Health and Safety Regulation 2011](#) and [Education and Care Services National Regulations](#).
- 2.2 The *First Aid General Procedures* and *First Aid Procedures 1-11* provides guidance on the mandatory steps necessary to meet specific legislative requirements for the management of first aid through a first aid system. This includes taking a risk management approach for the provision of, and access to, first aid facilities and resources, numbers of trained first aiders, and the management of first aid emergencies.

### 3 DEFINITIONS

- 3.1 **ACTPS** is the ACT Public Sector or Service.
- 3.2 **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.
- 3.3 **First aid equipment** includes first aid kits and other equipment used to treat injuries and illnesses.

- 3.4 **First aid facilities** include first aid rooms, clean water supplies and other facilities needed for administering first aid.
- 3.5 **First aid officers** are designated workers who have been appointed on the basis of their qualifications and availability to perform the duties of a first aid officer.
- 3.6 **School Leadership Team** is a term that includes school principals, executives, managers and supervisors.
- 3.7 **Worker** includes directorate employees, volunteers, students gaining work experience and others including contractors and sub-contractors.
- 3.8 Additional first aid definitions are provided in the [First Aid Policy 2016](#) and *First Aid Procedures*.

## 4 PROCEDURES

### 4.1 First aid responsibilities

4.1.1 The responsibilities of the Director-General, executives including school principals, managers, supervisors and workers are set out in the [Work Safety Act 2011](#) and articulated in the [ACTPS policy Work Health and Safety Act 2011-Responsibilities WHS-03-2013](#).

4.1.2 Key responsibilities as they relate to first aid are outlined below and should be read in conjunction with the ACTPS responsibilities, and the directorate [First Aid Policy 2016](#).

#### 4.1.3 Director-General

4.1.3.1 The Director-General will exercise due diligence to ensure that directorate work environments are safe and health for workers, students and others and that the directorate complies with the ACTPS policy [2013 WHS 04 First Aid Policy](#) Director-General due diligence responsibilities are outlined in the [First Aid 2014 policy](#).

#### 4.1.4 The School Leadership Team

4.1.4.1 The School Leadership Team will exercise due diligence in assisting the Principal with their obligations including implementing the ACTPS and directorate first aid policies and procedures by ensuring, so far as is reasonably practicable, that:

- collaboration, consultation, co-operation and co-ordination is undertaken in relation to the provision of first aid
- a risk management approach is used to identify and adequately resource the administration and training of relevant workers in first aid at their workplace
- workers, students and others undertake first aid awareness training as part of induction to the workplace
- regular monitoring of safe practices, procedures and controls in relation to first aid administration is implemented
- workers and others confidentially disclose any medical conditions that may be potentially life threatening (e.g. anaphylaxis), or may potentially place the health of other persons at risk
- a school and work climate is established that:

- promotes normalisation and inclusion of students and workers with health conditions
- actively discourages discrimination against persons requiring medication or with a health condition
- supports (where appropriate) students capable of self-administering medication
- informs parents and carers of students with potentially life threatening conditions of the requirement for an [Known Medical Condition Response Plan](#) for first aid provision.

#### 4.1.5 **Workers**

4.1.5.1 ACT Government workers have a responsibility to ensure that while at work they:

- take reasonable care for their own health and safety, including disclosing any medical condition that may be potentially life threatening or may adversely affect the health and safety of another person
- comply with the ACTPS and directorate first aid policies and procedures. This includes taking all reasonable steps to:
  - participate in consultation and risk management processes relating to first aid including the provision of first aid and administration of first aid facilities, resources and training
  - report any hazards
  - undertake first aid induction and training as required
  - provide first aid assistance when required, to the level of their competence, including calling on expert assistance when necessary
  - in a school context:
    - read and become familiar with relevant procedures for specialist health conditions for any student in their care, including the student's [Known Medical Condition Response Plan](#)
    - implement the relevant student Known Medical Condition Response Plan in the event of an emergency
    - if undertaking an emergency assistance role (as outlined on the Known Medical Condition Response Plan ), complete the relevant training in the management of students with a specialist medical condition.

#### 4.1.6 **First aid officers**

4.1.6.1 In addition to the responsibilities of workers, the responsibilities of the first aid officer includes taking all reasonable steps to:

- seek professional medical advice when unsure of appropriate treatment for any injury (Health Direct 1800 022 222)
- request ambulance attendance for any serious event and electrical shock
- maintain first aid records confidentially.

#### 4.1.7 Health and Safety Representatives

4.1.7.1 In the context of first aid, Health and Safety Representatives represent the interests of a particular work group in relation to any health and safety matter arising in relation to the local provision, management and monitoring of the first aid system. Their roles and responsibilities are governed by the [Work Health and Safety Act 2011](#).

#### 4.1.8 Parents and carers

4.1.8.1 Parent or carers will take all reasonable steps to, on enrolment of the student or on diagnosis of a specialist medical condition to ensure:

- nominated emergency contacts are provided that are accessible for advice and directions in first aid care
- consent to contact qualified health professionals about the management of the student in a first aid emergency is provided
- the principal or delegate is informed of any specialist medical condition and advised of the medical requirements for its management
- they participate and consult with the school regarding [Known Medical Condition Response Plan](#) and risk management procedures for any specialist medical condition where support from workers (first aid officer, teachers, support staff) is required
- provide and manage any supporting equipment and consumables required for any specialist medical condition, including medication and food, as set out in the [Known Medical Condition Response Plan](#).

#### 4.2 First aid system

4.2.1 Weetangera School has established a system for delivering first aid services. This system includes the following five elements:

##### 1. First aid facilities and resources

- access to trained first aiders and relief first aiders, including on excursions and at all outdoor adventure activities and sporting activities where first aid is desirable
- first aid kits and portable first aid kits for offsite use (including excursions and playground use)
- first aid kit maintenance procedures
- first aid rooms where risk assessment indicates this requirement
- listing and emergency signage of designated first aid officers and their location.

##### 2. Provision of first aid

- standard procedures for infection control
- procedures for the administration of analgesics
- procedures for the management of biohazards and contaminated waste.

##### 3. First aid training and induction

- provision of appropriate training for first aid officers.

#### **4. Reporting**

- procedures for reporting exposures to blood or body fluids
- procedures for reporting potential exposure to notifiable diseases
- procedures for reporting accidents, incidents and notifiable events.

#### **5. Record keeping**

- procedures for recording medical information, parental permission for emergency treatment, and emergency first aid plans for students with a specialist medical condition
- procedures for recording all treatments administered.

#### **4.2.2 First aid facilities and resources**

4.2.2.1 Weetangera School first aid facilities are to be made available and maintained in accordance with the [Code of Practice for First Aid in the Workplace](#) and [First Aid Facilities Procedure](#)

#### **4.2.3 Designated first aid officers**

4.2.3.1 The designation of first aid officers ensures that, should an injury or illness occur at a workplace or excursion venue, workers, students and others have access to qualified first aid assistance.

4.2.3.2 Regardless of first aid officer designation, all workers have a duty of care to students and others to provide assistance when required, to the level of their competence, including calling on expert assistance when necessary, as set out in this procedure.

#### **4.2.4 First aid training and induction**

4.2.4.1 All employees, students and others should be inducted on available first aid facilities and first aid officers at the commencement of attendance at the workplace.

4.2.4.2 Adequate numbers of first aid officers and first aiders should be trained in accordance with a nationally recognised first aid qualification. More information is available from [First Aid Training Procedure](#). To meet this criteria, Weetangera School has established an annual priority to ensure an adequate number of staff are First Aid trained.

#### **4.2.5 Provision of first aid**

4.2.5.1 First aid and first aid emergency assistance is a means of supporting student and staff health and safety while awaiting professional medical assistance.

4.2.5.2 First aid should be administered in accordance with the first aid procedures *Provision of Analgesics, Standard Infection Control Precautions and Safe Work Practice, Anaphylaxis*

*Management, Asthma Management, Diabetes Management, Epilepsy Management, Managing Hepatitis and Sharps and Biohazardous Waste Procedure.*

#### **4.2.6 Ambulance and professional medical attention**

- 4.2.6.1 A first aid officer should call an ambulance if they believe a patient requires one.
- 4.2.6.2 A first aid officer should arrange for ambulance attendance for any serious event (including electrical shock) unless alternative immediate professional medical attention has been arranged by those with a duty of care for the injured person.

#### **4.2.7 Management of medical conditions**

First aiders should not be involved in the general management of medical conditions unless a special arrangement is made by written agreement (refer to the [Administration of Student Medication and Complex Health Care Procedure](#)).

- 4.2.7.1 An *Emergency Treatment Plan* is required for any known specialist medical condition that may require emergency first aid.
- 4.2.7.2 To assist minimize risks to workers and others, any person entering the workplace with a significant medical condition that may require emergency assistance is encouraged to disclose this information on induction. This disclosure is made to the executive (including principal), manager, supervisor or their delegate and the first aid officer.

#### **4.2.8 Management of first aid emergencies**

- 4.2.8.1 Weetangera School requires a [Known Medical Condition Response Plan](#) from a doctor for any student with a significant medical condition including diabetes, anaphylaxis, asthma or other medical condition such as epilepsy.
- 4.2.8.2 If no emergency treatment plan is provided, only first aid treatment should be administered for all medical conditions with the exception of an anaphylaxis and asthma emergency.

#### **4.2.9 Reporting**

- 4.2.9.1 Student accidents must be reported on SAS as soon as possible after the event.
- 4.2.9.2 Notifiable and serious events must be notified immediately. Further information is available on [Work Injury Reporting](#).
- 4.2.9.3 All accidents relating to workers and others must be reported within 48 hours on the [ACT Government Accident/Incident Report form](#) available online via RiskMan.

4.2.9.4 Any potential exposure to a transmissible infectious disease or vaccine preventable disease that occurs while administering first aid must be reported as outlined in the [Infectious Diseases Policy](#).

#### 4.2.10 Records management

4.2.10.1 Records must be kept in accordance with the [Territory Records Act 2002](#) and *Territory privacy principles* outlined in the [Information Privacy Act 2014](#).

4.2.10.2 Further information about [records management](#) procedures including registration, storage and disposal is available on Index.

### 4.3 Complaints

4.3.1 Where there are concerns regarding the application of this procedure or the procedure itself, people should:

- contact the school principal in the first instance
- contact the directorate Liaison Unit on ph: 6205 5429 or ETD.Liaison@act.gov.au
- access the Complaints Policy, which is available on the directorate's website.

## 5 PROCEDURE OWNER

Weetangera Sschool

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## 6 RELATED DOCUMENTS

6.1 The following policies and procedures should be read in conjunction with this procedure.

6.2 Policies located on the Chief Minister and Treasury and Economic Development Directorate website:

- [ACT Public Service First Aid Policy Statement](#)
- [ACTPS policy Work Health and Safety Act 2011-Responsibilities WHS-03-2013](#).

6.3 The following policies and procedures are located on the directorate website:

- [First Aid Policy 2016](#)
- [Infectious Diseases Policy](#).
- First aid procedures:
  - [Administration of Analgesics Procedure](#)
  - [Anaphylaxis Management Procedure](#)
  - [Diabetes Management Procedure](#)
  - [Epilepsy Management Procedure](#)
  - [First Aid Training Procedure](#)
  - [First Aid Facilities Procedure](#)

- [First Aid Record Management Procedure](#)
- [Managing Hepatitis Procedure](#)
- [Sharps and Biohazardous Waste Procedure](#)
- [Standard Precautions for Infection Control and Safe Work Practice Procedure](#)