



## FIRST AID POLICY

This First Aid Policy applies to all Diocese of Sale Catholic Education Limited (**DOSCEL**) workplaces.

This Policy provides an overview of what DOSCEL workplaces, particularly schools, are required to do to ensure they meet the first aid needs of students and staff at school, on approved school activities or at DOSCEL workplaces.

All students and staff have the right to feel safe and to be attended to with care when in need of first aid.

### 1.0 PURPOSE

DOSCEL workplaces, particularly schools, are diverse workplaces that contain a complex range of safety hazards. DOSCEL workplaces must plan for the first aid needs of students and staff at school, on approved school activities or at DOSCEL workplaces.

This policy is designed to:

- ensure the school community understands DOSCEL's approach to first aid for students
- administer first aid to students and staff when in need in a competent and timely manner
- communicate student's health problem to parents when considered necessary
- provide supplies and facilities to cater for the administering of first aid
- ensure all staff are informed of students with potential life threatening and serious medical conditions.



## 2.0 FIRST AID NEEDS ASSESSMENT

First Aid Needs Assessments, or Risk Assessments, are the most appropriate way to identify first aid needs. Risk Assessments should be carried out in consultation with employees and / or Health and Safety Representatives (HSRs).

Schools, employees and / or HSRs need to consider:

- the size and layout of the school
- any high-risk areas (Technology, Home Economics, Science)
- the number of campuses
- the number of employees, students and volunteers in the workplace
- the nature of hazards
- previous accident / incident data and trends
- any authorised after-hours programs or shift work
- the nature and location of school excursions and camps
- school leased / owned vehicles
- the location of the site (i.e. proximity to medical facilities).

Once completed, the assessment will identify the number of designated First Aid Officers needed, as well as the number, location and contents of First Aid Kits and if a First Aid Room is required.

A First Aid Checklist can be used as a guide to identify where there may be gaps in first aid provision. Senior management should undertake regular reviews of the first aid risk assessment to ensure suitable first aid needs are met.

## 3.0 FIRST AID TRAINING

It is the responsibility of School Leaders and managers to ensure that designated First Aid Officers have completed recognised first aid training. As a minimum, Provide First Aid - HLTAID003 as well as an annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001 should be completed by staff. The level of training required should be determined by the risk assessment.

Records of first aid training need to be kept and maintained.

## 4.0 FIRST AID OFFICERS

First Aid Officers provide initial care to ill / injured students, staff and others by delivering first aid care in accordance with approved training and where appropriate, referring the ill / injured person for additional medical advice and care.

Schools must ensure that there are adequate staff trained in first aid who can assist ill / injured students, staff and others. The Risk Assessment should be used to determine the number of qualified first aid officers needed at a DOSCEL workplace, including the size and



location of the workplace (school), type of activities being undertaken, availability of emergency services and medical facilities and students or staff with specific medical conditions.

## 5.0 FIRST AID KITS

The Risk Assessment will help to determine what the contents of first aid kits will be, as this may be different for each DOSCEL workplace. Regular inspections of first aid facilities, including a review of the first aid kits on-site, needs to be scheduled and conducted (recommend at least biannually). The First Aid Officer should also ensure that first aid kit contents are restocked regularly, as required.

Below is a list of contents that a first aid kit should contain as a minimum as per the First Aid Compliance Code:

- basic first aid notes
- disposable gloves
- resuscitation mask
- individually wrapped sterile adhesive dressings
- sterile eye pads (packet)
- sterile coverings for serious wounds
- triangular bandages
- safety pins
- small sterile unmedicated wound dressings
- medium sterile unmedicated wound dressings
- large sterile unmedicated wound dressings
- non-allergenic tape
- rubber thread or crepe bandage
- scissors
- tweezers
- suitable book for recording details of first aid provided
- sterile saline solution
- plastic bags for disposal

It is recommended that the name and telephone number of workplace first aid officers, as well as emergency services telephone numbers and addresses, be located in or in close proximity to each first aid kit.

## 6.0 FIRST AID ROOMS / SICK BAYS

Where a DOSCEL workplace has determined that a First Aid Room is necessary, it should be located in an area that is accessible to injured persons, be well lit, ventilated, close to toilets and clearly identified with appropriate signage. Where a First Aid Room is not required, a sickbay can be provided.



Below is a list of items that should be provided in a first aid room, as per the Compliance Code: First aid in the workplace.

- resuscitation mask
- sink and wash basin with hot and cold water
- work bench or dressing trolley
- cupboards for storing medicaments, dressings and linen
- a container for soiled dressing
- a sharps disposal system
- electrical power points
- a couch with blankets and pillows
- an upright chair
- a desk and telephone
- signage indicating emergency telephone numbers
- signage indicating emergency first aid procedures
- a stretcher
- a first aid kit appropriate for the workplace.

## 7.0 COMMUNICATIONS WITH PARENTS, GUARDIANS OR CARERS

The Principal or their delegate will ensure that parents, guardians or carers of an injured or ill student are notified, so that arrangements can be made to collect the student.

The Principal or their delegate will also make certain that requests for updated first aid information for students will be sent home, including requests for any updated asthma, diabetes and anaphylaxis management plans, high-priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

## 8.0 RESOURCES

- [Automated External Defibrillators](#)
- [Guide to Incident Notification](#)
- [Infection Control](#)
- [Infectious Diseases minimum periods of exclusion table](#)
- [Medication Administration](#)
- [Ministerial Order No. 706](#)
- [WorkSafe Report an Incident](#)

## 10.0 LEGISLATION

- [Compliance Code - First Aid in the workplace](#)
- [Occupational Health and Safety Act 2004](#)



St Francis Xavier College  
Berwick, Officer and Beaconsfield



Diocese of Sale  
Catholic Education Ltd

## 11.0 REVIEW

**Implementation Date:** May 2020

**Review Date:** May 2022