



## FIRST AID POLICY - New

<b>Relevant to:</b>	All staff, all students
<b>Developed by:</b>	Management Team
<b>Date of Introduction:</b>	2018
<b>Date of Most Recent Review:</b>	2021
<b>Date for Review:</b>	2023
<b>Approved:</b>	Principal Feb 2021
<b>Related Documents:</b>	OH & S Policy, Child Protection Policy, Anti-Bullying Policy, Student Welfare and Discipline Policy

### OVERVIEW

Tamar Valley Steiner School's First Aid Policy for the School is based on "Work Safe Tasmania – First Aid in the workplace Code of Practice" document. Schools would generally be categorised as low to high-risk workplace based on, and dependent upon the nature of the activities being undertaken. For example classroom work such as English, Maths and quiet study would be low risk classes, whilst activities such as Physical Education, excursions, Bush School and some Science classes could be regarded (at times) as high risk workplaces.

Schools have a legal "duty of care" to ensure the health and safety of their school community. This duty of care also requires the employer to ensure that people on the premises are not exposed to health and safety risks arising from activities occurring at the school.

The School consists of approximately 100 students, with 8 teaching staff, a College Chair (Principal) and 3 administration staff.

To address these social and moral responsibilities and to meet our commitment under the legislation, we will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedures. The school will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

### PURPOSE

The five major purposes are:

- a) To administer emergency treatment and life support for staff, students and visitors as required, in a competent and timely manner.
- b) To communicate children's health problems to parents when considered necessary.
- c) To provide resources and training to cater for the administering of First Aid.
- d) To encourage preventative measures to minimise emergencies and promote safety.
- e) To mitigate risk wherever possible to limit injury and harm to the school staff, students and invited visitors to the school.

## **SCHOOL COMMITMENT AND RESPONSIBILITIES**

The management of the school including the College Chair, Business Manager and School Administrator is responsible for:

- The provision of first aid facilities and equipment based on an assessment of the needs of the school.
- Determining the number of personnel trained in first aid;
- Ensuring that all teaching and administration staff members within the school are trained in first aid (to a minimum of a 004 standard);
- Providing adequate and ongoing training/information for all teachers and support staff as required, including CPR/emergency care training and updates and anaphylaxis.
- Providing sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties;
- Ensuring adequate signage for first aid facilities and kits in accordance with Australian Standards;
- Facilitating the development of policy and procedures adapted to the particular requirements of the school;
- Ongoing evaluation and review of the needs of the school environment;
- Ensuring ongoing compliance with legislative requirements;
- Maintaining a reporting and recording system for first aid including a register of injuries in accordance with the WHS Management System;
- Investigating, in consultation with staff incidents involving injury and illness;
- Keeping a record of employees who are trained in first aid and their level of training;
- Aim to form a WHS Committee by 2022 once school numbers have increased to optimise health and safety on the school campus.

## **RESPONSIBILITY**

All staff are responsible for the safety of children attending the school in all environments however, the Person Conducting a Business or Undertaking (PCBU), The school has the primary duty under the WHS Act. In general terms, this duty requires the PCBU to ensure, so far as reasonably practicable, that staff and other students, visitors and contractors are not exposed to Health and safety risks arising from the business.

The PCBU must ensure:

- Provision of first aid equipment
- Each worker at the workplace has access to this equipment
- access to facilities for administering first aid, and
- an adequate number of workers are trained to administer first aid, or workers have access to an adequate number of other people who have been trained to administer first aid.

## **WHS COMPLIANCE**

Work Health & Safety (WH&S) legislation within all states specifies obligations for all businesses, regardless of the number of people employed or the nature of the business.

Under WH&S law, if you can 'affect' the health and safety of people in the workplace, you have a legal responsibility to implement appropriate precautions. Specifically, these responsibilities include:

- Maintaining the place of work and working environment under your control in a safe condition.

- Ensuring the safe use, handling, storage and transport of equipment & substances (including food).
- Providing and maintaining “systems of work” (eg. policies and procedures) to ensure workplace safety.
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of staff/employees and students.
- Providing adequate facilities for the welfare of employees and students.
- Ensuring that risk management procedures are implemented to identify, assess, control and monitor workplace hazards.
- Ensuring that appropriate employee consultation arrangements are in place and implemented.
- Ensuring that injuries are reported within prescribed timeframes and that a system exists to facilitate the return to work for injured employees.
- The School will use a risk management approach to first aid to suit the changing nature of the educational settings used. (ie. increasing student/teacher ratios for excursions)
- The risk management approach involves following four steps:
  - identifying hazards that could result in work-related injury or illness
  - assessing the type, severity and likelihood of injuries and illness
  - providing the appropriate first aid equipment, facilities and training, and
  - reviewing first aid requirements on a regular basis or as circumstances change.

Although WH&S legislation focuses on staff and student safety, it also requires employers to ensure the safety of any visitors to the workplace. Furthermore, many of the measures required to protect employees will also apply to visitors, (including contractors, cleaners etc). Consequently, by implementing an effective WH&S program you can minimise the risk of injury to both staff, students and visitors and reduce the likelihood of related fines and public liability claims.

Significant sanctions exist for a breach of regulatory terms and that state authorities (eg. WorkSafe) have the right to enter your premises to conduct an inspection if they believe that there have been potential breaches of the Act or Regulation.

## **HOW TVSS MEETS OUR FIRST AID LEGISLATIVE REQUIREMENTS**

### **Workers and other persons in the workplace: (WHS Act Section 28 & 29)**

Workers and other persons in the workplace have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons. Workers and other persons must comply with reasonable instructions, as far as they are reasonably able, and cooperate with reasonable health and safety policies or procedures, that have been notified to workers, for example procedures for first aid and for reporting injuries and illnesses.

### **WHS Regulation 42 – Duty to provide First Aid**

- The School is committed to providing first aid equipment and access to such equipment as required and all staff at the School will hold current qualifications suitable to administer First Aid.

### **WHS Act Section 46, 47 & 48 – Duty to Consult Workers and Nature of the Consultation**

- TVSS includes a WHS section for Staff Meetings held fortnightly to discuss an incident(s), near misses or potential risks/hazards. All staff are given the opportunity to provide feedback or suggestions to the PCBU which is minuted.
- A repairs and maintenance log book is located in the school office where staff note down any issues of concern, hazards, damage, risk. These are then attended to in order of priority (level of risk).

- The PCBU representative attends regular meetings held by the IST and WHS to ensure school compliance.
- As the school is in its early stages of operation, we currently do not have enough staff to develop a WHS Committee, but we envisage by 2022 a committee will exist for staff to present concerns and begin a more formalised and focussed consultative process.

## DETERMINING FIRST AID REQUIREMENTS AT TVSS

### WHS Regulation 42(3) – Duty to Provide First Aid

The Business Manager at TVSS is the PCBU representative and has determined the First Aid requirements for the School and its activities based on an assessment of the following considerations:

- The nature of work being carried out at the school
- The nature of the hazards at the school
- The size and location of the school and its associated spaces
- The number and composition of the staff and students at the school site

The PCBU has determined that the school varies between being a Low Risk Workplace which requires:

#### Low Risk Workplace

First Aiders	First Aid Kits	First Aid Rooms
<p>1:50 It is recommended that there is one first aider for every 50 workers.</p> <p>In the school environment TVSS believe that for primary school children the number of first aiders to children should be 1:30 as small accidents happen on a regular basis through inattention, poor motor control or balance etc.</p>	<p>1 Basic First Aid Kit</p>	<p>Specialised First Aid room not required for the student population we currently have (81). (Recommended for 200 workers).</p> <p>*The school will ensure a first aid room is available should we have a school population of &gt; 100 students.</p>
<b>High Risk Workplace</b>		
First Aiders	First Aid Kits	First Aid Rooms
<p>1:25 One first aider for every 25 workers.</p> <p>In the school environment for higher risk activities, TVSS believe that for primary school children the number of first aiders to children should be 1:15. An excursion would fall into this category.</p>	<p>Basic First Aid Kit plus additional equipment identified for specific risks.</p>	<p>Specialised First Aid room not required for the student population we currently have (81).</p> <p>*The school will ensure a first aid room is available should we have a school population of &gt;100 students.</p>

### The Nature of the work and workplace hazards

TVSS occupies a new school site at 368 St Leonards Road, St Leonards in Northern Tasmania. The School is located on approximately 3 acres of land. The students are taken to Trevallyn Reserve each Wednesday to participate in Bush School, a program that is part of the Steiner Education Curriculum.

The major hazards identified for **students and staff** in the workplace are:

<b>Hazard</b>	<b>Potential Harm</b>
Play areas /work areas	Falls, breaks, trips, cuts, abrasions, concussion, bruises.
Pollens	Allergies, skin irritations
Hazardous Chemicals	Toxic or corrosive chemicals may be inhaled or may contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.
Animals	Bites, stings, kicks, scratches
Plants	Infection, allergic reactions
Extreme Temperatures (especially heat)	Hot surfaces and materials can cause burns. Working in extreme heat can cause heat-related illness. It can also increase risks by reducing concentration and increasing fatigue and chemical uptake into the body.
Violence	Behaviours including intimidation and physical assault can cause both physical and psychological injuries.
Bullying	Behaviours including intimidation and physical assault can cause both physical and psychological injuries.
Equipment & machinery	Being hit by moving vehicles, or being caught by moving parts of machinery (eg. Mowers, mixers) can cause fractures, amputation, bruises, lacerations, dislocations.
Food and food handling	Allergies, illness, bacterial illness.
Manual tasks (including computer use)	Muscular strain/overuse; fatigue

## **RECORD MANAGEMENT**

The school records any incidents or near miss incidents occurring that require First Aid treatment, with the exception of minor cuts and abrasions. This information is used for determining first aid requirements.

## **GENERAL GUIDELINES FOR POLICY**

1. The Business Manager will ensure that a sufficient number of staff are First Aid trained to at least 003 Standard - Administration First Aid
2. A register of staff who are first aid trained is clearly visible on the wall in the First Aid room as well as the Business Manager's office.
3. A specified First Aid room will be available for use once school numbers reach > 100, until that time, the administration office or class teachers will cater for first aid incidents and emergencies.
4. First Aid kits will be available, and one will be available for Playgroup and in the small resource room.
5. Any children requiring First Aid will be supervised by the First Aider or a staff member at all times. Students waiting to be collected are under supervision by the office or a teacher in their classroom.
6. A confidential up-to-date register will be kept of all injuries or illnesses experienced by children that require First Aid. This is located in the Administration office.
7. All staff will be provided with an OH&S induction which identifies the Schools First Aid procedures at the start of each year or upon commencement.
8. Minor injuries can only be treated by staff members on duty, while more serious injuries (including those requiring parents to be notified or suspected treatment by a doctor) require a First Aid trained staff member to provide First Aid (either being brought to the office or the First Aid officer attending to the child).
9. No medication (except for Asthma medication and EpiPens,) will be administered to children without the express permission of parents or guardians, e.g. verbal over the phone, text or email.
10. Parents of all children who receive First Aid for severe medical conditions will receive a completed incident form.
11. Any serious injury will be reported to the appropriate authorities.
12. Parents of ill children will be contacted to take the children home. Parents are to sign-students out upon their collection.
13. All teachers have the authority to call an ambulance immediately in an emergency.
14. All school camps will have at least one First Aid trained staff member at all times.
15. A comprehensive First Aid kit will accompany all camps, along with a mobile phone.
16. All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment.
17. Students with asthma should have an asthma plan developed which will be kept at the school and a copy taken on excursions and school camps.
18. The PCBU School Administrator is responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs.
19. The school will request medical information at the commencement of each year or as health needs change.
20. General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time. Information will also be raised in the fortnightly staff meetings should any other issues or information updates occur.
21. The PCBU will ensure that appropriate staff (including at least one administration staff member) is trained to a 004 standard 'First Aid in an Educational Setting', and has up-to-date CPR qualifications.

22. A comprehensive supply of basic First Aid materials will be stored securely in a locked store.
23. An ambulance will be called if the First Aider deems appropriate and he/she will continue First Aid and/or monitoring of the casualty until medical assistance arrives.

#### **IMPLEMENTATION**

- i) The PCBU will ensure that appropriate teaching staff (including at least one administration staff member) is trained to a 004 First Aid certificate, and has up-to-date CPR qualifications.
- ii) The administrative staff member should be contacted if a teaching First Aid Officer is unavailable or teaching.
- iii) A comprehensive supply of basic First Aid materials will be stored securely in a locked cupboard in the Administration office.
- iv) Any student who has an accident or illness (that is deemed more serious than a graze or a cut for example) during class time will be sent to the office and parents will be contacted if necessary.
- v) Incidents during lunch and /or recess will be dealt with by the First Aide Officer on duty.
- vi) Students who have received First Aid will receive a form indicating the nature of the injury, any treatment given, and the name of the teacher providing the First Aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be arranged.
- vii) All injuries to a child's head, face, neck or back must be reported to parents/guardian.
- viii) Students who receive First Aid will have their treatment recorded and the appropriate parties will be notified based on the severity of the injury/condition
- ix) Teachers will call an ambulance for serious cases. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- x) All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- xi) All children, especially those with a documented asthma or anaphylaxis management plan, will have access to Ventolin and a spacer or an EpiPen, located at the Office.
- xii) At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma 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.

**END**