FIRST AID POLICY

Relevant to:	**All staff, all students**
Developed by:	**Management Team**
Date of Introduction:	**2018**
Date of Most Recent Review:	**Sep 2025**
Date for Review:	**Sep 2028 (or sooner if changes occur)**
Approved:	**TVSS Board Apr 2026**
Related Documents:	**Workplace Health and Safety Policy, Mandatory Reporting & Child Protection Policy, Anti-Bullying & Discrimination Policy, Behaviour Management Policy, Administration of medication policy and procedure, Risk management policy, Emergency management plan and procedures**

1. LEGISLATIVE FRAMEWORK

This policy is developed in accordance with:

- Work Health and Safety Act 2012 (Tas)

https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2012-001

- Work Health and Safety Regulations 2022 (Tas)

https://www.legislation.tas.gov.au/view/whole/html/asmade/sr-2022-109

- Work Health and Safety Amendment (Safer Workplaces) Act 2024

https://www.legislation.tas.gov.au/view/whole/html/asmade/act-2024-015

- WorkSafe Tasmania – First Aid in the Workplace Code of Practice

https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/first-aid-in-the-workplace

TVSS acknowledges its obligation to provide first aid equipment, facilities, and trained personnel so far as is reasonably practicable, consistent with Regulation 42 of the WHS Regulations 2022.

2. OVERVIEW

Schools are generally considered low-risk workplaces, but certain activities (e.g., outdoor learning, science, hardcrafts, excursions, and Bush School) may be classified as high-risk environments. TVSS has a legal and moral duty of care to provide a safe environment and ensure that no person is exposed to avoidable risk arising from school activities.

To meet its obligations, TVSS provides and maintains appropriate first aid facilities, equipment, training, record-keeping systems, and procedures. The School maintains up-to-date staff First Aid and CPR qualifications and collates records of incidents, injuries, and illnesses to guide continuous improvement.

3. PURPOSE

This policy ensures effective management of health care needs for children, staff, and visitors by:

a) Ensuring staff administer first aid, emergency treatment, and life support promptly and competently.

b) Facilitating clear communication with parents/guardians regarding children's health needs.

c) Providing adequate staffing, resources, and training to support first aid requirements.

d) Promoting preventative measures to reduce risk and enhance safety.

e) Minimising injury or harm wherever reasonably practicable.

4. SCHOOL COMMITMENT AND RESPONSIBILITIES

The Principal and Business Manager are responsible for:

- Providing and maintaining appropriate first aid facilities and equipment.
- Determining and maintaining the number of required trained First Aiders.
- Ensuring sufficient teaching and administrative staff hold HLTAID012 – Provide First Aid in an Education and Care Setting.
- Providing ongoing CPR, emergency care, and anaphylaxis training and updates.
- Ensuring First Aiders have adequate time and support to perform their duties.
- Ensuring first aid signage meets Australian Standards.
- Developing and reviewing procedures suited to school operations.
- Maintaining compliance with all relevant Tasmanian WHS legislation.
- Maintaining training registers and first aid incident records.
- Investigating incidents involving injury and illness.
- Ensuring first aid training is delivered by nationally accredited providers.

5. PCBU RESPONSIBILITIES

As the PCBU, TVSS must ensure, so far as reasonably practicable:

- Provision of appropriate first aid equipment.
- Access for all workers and students to first aid equipment and facilities.
- Adequate numbers of trained First Aiders.
- Workers have access to trained First Aiders at all times.

All staff must take reasonable care for their own safety and that of others, and comply with first aid and injury-reporting procedures.

6. WHS COMPLIANCE AND CONSULTATION

TVSS complies with the legislative framework, including:

These provisions are met by:

- Maintaining a safe workplace and safe systems of work.
- Managing risks in accordance with Part 3.1 of the Regulations.
    - 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.
- Ensuring safe handling of materials and equipment.
- Providing information, instruction, training, and supervision.
- Providing adequate welfare facilities.
- Consulting with workers on WHS matters in accordance with
- Reporting notifiable incidents within required timeframes.

Consultation occurs through:

- Fortnightly staff meetings (with WHS as a standing agenda item).
- A Repairs and Maintenance Log for reporting hazards.
- PCBU participation in external WHS/IST network.
- A WHS Committee established when appropriate as the school grows.

7. DETERMINING FIRST AID REQUIREMENTS

The Business Manager (PCBU representative) assesses first aid requirements based on:

- The nature of work undertaken
- Specific workplace hazards
- The size and layout of the school

- The number and composition of staff and students
- The nature of off-site learning (e.g., Bush School, excursions)

TVSS adopts a risk-management approach consistent with the Code of Practice. Activities are categorised as either low-risk or high-risk.

Low-Risk Workplace		
Requirements Category	**Regulatory Requirement**	**TVSS Commitment**
First Aiders	1:50 workers	Minimum 1:30, all staff first aid trained
First Aid Kits	1 basic kit	Office kit + portable kits for all classes
First Aid Room	Required at ≥200 workers	TVSS will implement a first aid room once enrolments exceed 150 students
High-Risk Workplace Requirements		
Requirements Category	**Regulatory Requirement**	**TVSS Commitment**
First aiders	First Aiders 1:25 workers	Minimum 1:15 for high-risk activities (e.g., excursions)
First Aid Kits	Basic kit + specialised equipment	Office kit + portable kits; additional kits as needed for activities
First Aid Room	Not required	Implemented once enrolments exceed 150 students

Excursions and camps require activity-specific risk assessments to determine first aid requirements, staffing ratios, and equipment needs.

The Nature of the work and workplace hazards

The school site is at 368 and 378a 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:

Hazard	Potential Harm
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 as per our first aid, accident and incident reporting policy and procedure. This information is used for determining first aid requirements.

10. GENERAL GUIDELINES

1. All staff must hold HLTAID012 (or successor qualification).
2. Staff are required to hold the qualification on commencement with the school, with limited exceptions where they have minimal duty of care, or are expected to complete school provided training shortly after commencement.
3. The school provides the required refresher training to all staff.
4. A digital register of staff qualifications is maintained.
5. A First Aid room will be provided once enrolment exceeds 150 students; until then, a supervised quiet area near the office is used.
6. The office maintains a first aid kit; portable kits are available for all classes and excursions.
7. Children receiving first aid must be supervised at all times.
8. A confidential log of first aid incidents is kept in the office.
9. Annual WHS/First Aid induction is provided to all staff.
10. Only trained staff may administer first aid.
11. No medication (except inhalers and EpiPens) is administered without written parental authorisation.
12. Parents receive incident reports for significant medical issues.
13. Serious injuries are reported as required by legislation.
14. Unwell students are sent home; parents must sign students out.

15. Any staff member may call an ambulance when necessary.
16. Camps and excursions must include at least one trained First Aider.
17. Trained first aid staff on camps and excursions must carry a comprehensive first aid kit and reliable communication devices.
18. Students with asthma must have an individual health plan; copies are taken on excursions. This also applies to students with allergies/anaphylaxis as per the Allergies and Anaphylaxis policy.
19. First aid kits are checked and restocked each term and as required.
20. Parents must update the school regarding changes to medical needs.
21. First aid and WHS updates are communicated at the beginning of each year and during staff meetings.
22. First aid materials are stored securely in the school office, classrooms under the supervision of teaching staff and/or the locked storage cupboard in the visitors' reception.
23. First Aiders continue care and monitoring until medical assistance arrives.
24. This policy will be reviewed at least every three years or sooner if legislative or operational changes occur.
25. First aid adequacy is reassessed following any significant incident or change in school activities.

END