



Catholic Schools Office
Diocese of Broken Bay

FIRST AID POLICY FOR DIOCESAN SYSTEMIC SCHOOLS

OPERATIONAL POLICY

November 2012

PURPOSE

Care of people and concern for their welfare are integral to the fabric of Catholic education. The Diocesan Schools System (DSS) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on diocesan school premises. In keeping with this commitment priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school in accordance with the legislative requirements of the NSW WHS Act 2011, the NSW WHS Regulations 2011 and First Aid in the Workplace, Code of Practice, July 2012.

POLICY FRAMEWORK AND CONTENT

The Catholic Schools Office (CSO) acknowledges that the dignity, safety and wellbeing of people are central to the Church's teaching. The CSO also recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers including volunteers and other people who provide services to systemic schools within the Diocese.

To meet these social and moral responsibilities and to meet our commitment under the legislation, schools within the DSS will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. The CSO, Broken Bay Diocese will be responsible for maintaining records of staff training in first aid and CPR/emergency care and collating records and information on injury and illness.

SCHOOL COMMITMENT AND RESPONSIBILITIES

Diocesan School Commitment and Responsibilities

The principal of the school, representing the person conducting a business or undertaking, as required under the WHS Act 2011 and Regulation 2011 and in keeping with First Aid in the Workplace, Code of Practice, July 2012 is responsible for:

- the provision of first aid equipment based on an assessment of the needs of the school
- ensure access to facilities for the administration of first aid
- ensure that an adequate number of workers are trained to administer first aid at the workplace

To meet these responsibilities the Principal will:

- Determine the number of personnel trained in first aid
- Ensure a minimum of at least two staff members in the primary school and four staff members in secondary school are trained in first aid
- Provide adequate and ongoing training/information for all teachers and ancillary staff as required including CPR/emergency care training
- Provide sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties
- Provide adequate signage for first aid facilities and kits in accordance with Australian Standards
- Facilitate the development of policy and procedures adapted to the particular requirements of the school
- Provide ongoing evaluation and review of the needs of the school environment
- Monitor ongoing compliance with legislative requirements
- Maintain a reporting and recording system for first aid including a register of injuries

- Investigate, in consultation with WHS Committee(s)/Representative(s), incidents involving injury and illness
- Keep a record of employees who are trained in first aid and their level of training

Responsibilities of First Aid Personnel

To meet the requirements of WHS legislation a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- Initial provision of first aid treatment
- Maintaining all first aid kits within the school
- Maintaining first aid facilities i.e. sick bays in accordance with legislative requirements
- Administering medication

The person designated as primary first aid officer will be paid an allowance for additional tasks and responsibilities, according to the award.

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer or principal to be in charge of a first aid kit or kits.

Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:

- The care of excursion first aid kits
- Providing emergency care
- Recording incidents and injuries using the appropriate forms
- Returning and restocking of the first aid kit as necessary

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.

Responsibilities of Workers

Workers are required under WHS legislation to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses. In relation to First Aid workers are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training
- Reporting and recording incidents and injuries as per school procedures

Workers are required not to interfere with or misuse anything provided in the interest of health and safety under work health and safety legislation in the workplace eg removing first aid supplies from first aid kits and first aid facilities.

Responsibilities of Parents and/or Guardians

To ensure, so far as is reasonably practicable, the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children, for:

- Keeping the school informed of any medical conditions, treatments and medical contact details

- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- Updating the school on any changes in medical conditions and/or required treatments

POLICY REVIEW

This Policy will be reviewed within five years of its date of adoption.

POLICY DATES

Date of adoption of policy:	August 2003
Date of latest revision of policy:	November 2012
Date of next review:	November 2017

authorised by
Peter Hamill
Director of Schools