

Guidelines First Aid

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Diocese of Sale
Catholic Education Ltd

Inspiring *Faith* Inspiring *Learning*

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1 Introduction

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured students, staff, visitors and contractors get immediate and adequate treatment for injuries and illness. This section provides procedures and forms to assist our workplaces identify minimum first aid requirements for their sites.



2 First Aid Needs Assessment

Schools are diverse workplaces which contain a complex range of safety hazards, so the risk assessment approach is the best way for a school to identify its First Aid needs.

This should be carried out in consultation with employees and / or health and safety representatives and needs 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 hour's 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 risk 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. There is a First Aid Checklist in the Resources (example at Appendix 1) that can be used as a guide to identify where there may be gaps in first aid provision. Senior management should ensure it reviews the first aid risk assessment regularly to ensure suitable first aid needs are met.



3 First Aid Training

It is the responsibility of senior Management 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 *Provide cardiopulmonary resuscitation* (CPR) - HLTAID001. The level of training required should be determined by the risk assessment. Records of first aid training need to be kept and maintained as per local training record keeping requirements.



4 First Aid Officers

First aid officers provide initial care to ill / injured staff, students 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 that can assist ill / injured staff, students and others. The first aid risk assessment should be used to determine the number of first aiders needed, including the size and location of the school, type of activities being undertaken, availability of emergency services and medical facilities and staff or students with specific medical conditions.



5 First Aid Kits

The first aid risk assessment will help to determine what the contents of first aid kits will be, as this may be different for each school. 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. As a guide, 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



6 First Aid Rooms / Sick Bays

Where a school has determined that a First Aid Room is necessary, it will be located so as to be accessible to injured persons, be well-lit, ventilated and clearly identified with appropriate signage.

Where a First Aid Room is not required, a sick bay can be provided. Below is a list of items that should be provided in a first aid room, as per the Compliance Code:

- 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
- Electric 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 Automated External Defibrillators

An Automated External Defibrillator (AED) is a small, portable, easy to operate lifesaving medical device designed to analyse an unconscious person's heart rhythm and automatically deliver an electrical shock to a person having a sudden cardiac arrest. An AED will not deliver a shock unless it detects a shockable heart rhythm.

AEDs are not normally required in first aid kits or first aid room supplies in schools. It is up to each individual school when assessing first aid needs to determine the need, location and training required for an AED. Prospective AED operators should be trained in their correct use and, as a guide, refresher training should be provided every 12 months.



8 Infection Control

Infectious diseases can have a significant impact on schools. Successful infection control programs are critical to maintaining a safe school environment through preventing or minimising the risk of transmission of infectious diseases.

8.1 Infection control program requirements

Develop and implement an infection control program that minimises the risk of exposure of infection to staff, students and others, including:

- Document infection control process and communicate to all staff.
- Implement appropriate infection control processes, training and equipment (e.g. gloves, hand washing facilities, waste disposal, sharps management, etc.).
- Understand the legislative requirements for infectious diseases such as the minimum periods of exclusion and notification requirements.
- Review infection control measures to ensure they are providing an adequate level of safety.

8.2 Strategies to prevent the spread of infectious diseases

Hand washing	Schools should ensure that staff and students have access to hand washing facilities including milk liquid soaps and hand towels.
Coughing and sneezing	Staff and students should be encouraged to exercise good hygiene practices, including covering their mouth and nose with a tissue and washing hands after using or disposing of tissues.
Cleaning	Cleaning and disinfection materials should be readily available in the school, particularly in food preparation, first aid and physical education areas in the event of a blood or body substance spill.
Food Handling and Storage	Food needs to be handled correctly to ensure that it does not become contaminated. If food is not stored, displayed or transported correctly bacteria can multiply to dangerous levels.
Sand Pit / Soft Fall	Sand pits can be a source of infection and need to be well maintained and kept clean. When not in use, it is recommended that sand pits be securely covered to prevent contamination, particularly with animal waste.
Waste Management	Ensure that appropriate and sufficient waste receptacles are available and a waste disposal regime is in place to manage various types of waste including sanitary waste, sharps disposal etc.

Safe Handling of Sharps	Sharps may be contaminated with blood, bodily fluids or chemicals, posing a risk of infection or illness if they penetrate the skin. It is essential to follow safe procedures when using and disposing of sharps.
Spills Management (blood and bodily fluids)	Should be dealt with as soon as possible. Assume all blood and body substances are potentially infectious.
Animals in Schools	Animals may carry infections, so hands must be washed after handling any animals.

8.3 School exclusion

Schools should ensure that they are aware of the infectious disease exclusion periods and the infectious diseases that are notifiable to the Department of Health.

8.4 Exclusion periods for common infectious diseases

Condition	Exclusion of cases
Chickenpox	Exclude until all blisters have dried. This is usually at least five days after the rash appears in unimmunised children but may be less in previously immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza and influenza-like illnesses	Exclude until well.

Adapted from: Schedule 7: Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2019, Schedule 7)



9 Medication Administration

Schools are required to have a policy and procedure regarding medication. This includes the administering of medication to students while attending school or school-based activities.

Authorisation should be obtained from a medical practitioner to administer any prescription medication to students.

Administering of medication during school hours should be considered only when there is no other alternative, such as when the medication is prescribed by a medical practitioner to be taken at scheduled times.

9.1 Medication administration requirements

Medication will not be administered at school, except where:

- prescription medication has been supplied by the parents / guardians and written medical advice from a medical practitioner has been provided
- Non-prescription medication has been supplied by the parents / guardians and a medication form (available from the school office) has been completed and signed by the parents / guardians.

Schools should not:

- administer analgesics (e.g. aspirin or paracetamol) as a standard first aid strategy
- allow the use of medication by anyone other than the prescribed student.

Schools should adopt the following strategies for the administering of medication:

- Check and adhere to pharmacy label instructions or parent instructions prior to administering (e.g. 'to be taken with food').
- Ensure the following are checked before administering:
 - correct medication
 - correct student
 - correct dose
 - correct time
 - correct route (e.g. inhaled/orally)
 - correct documentation.



10 Communication with Parents/Carers

Senior management will ensure that parents / carers of an injured or ill student are notified, so that they can arrange to collect the student.

Senior management will also make certain that requests for updated first aid information will be sent home throughout the year, 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.



11 Further Information

11.1 Contacts

For further information or assistance and support, please contact the following staff at CEOSale:

Occupational Health and Safety

Ms Pauline Lalor

OHS / WorkCover Adviser

5614 5105

ohs@ceosale.catholic.edu.au

11.2 Resources

- First Aid and Infection Control Procedure
- First Aid Risk Assessment Checklist
- Risk Assessment Template and Guide
- [Infectious Diseases minimum periods of exclusion table](#)
- [Ministerial Order No. 706](#)
- [Guide to Incident Notification](#)
- [WorkSafe Report an Incident](#)
- Incident Reporting

11.3 Legislation

- [Occupational Health and Safety Act 2004](#)
- [Compliance code: First aid in the workplace](#)
- [Compliance code: First aid in the workplace](#)



Appendix 1: First Aid Risk Assessment Checklist

SCHOOL:			
CONDUCTED BY:		DATE:	

This checklist has been developed to assist schools in determining the appropriate first aid requirements; including facilities, first aid kits and number of trained first aid officers. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
First Aid Officers		
Are adequate numbers of first aid officers available during high risk times such as yard duty?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate numbers of first aid officers available during excursions and camps?	<input type="checkbox"/>	<input type="checkbox"/>
Can first aiders reach the scene of an accident quickly in all areas of the school?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aiders available to cover school events such as concerts, functions and sporting activities?	<input type="checkbox"/>	<input type="checkbox"/>
Are there strategies in place to cover annual leave and other absences of first aid officers?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid officers aware of the infection control procedures?	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kits		
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required (e.g. chemicals, potential for burn, asthma or anaphylaxis)?	<input type="checkbox"/>	<input type="checkbox"/>
Number and location/s of kits No. of kits Location/s of kits		
Are there additional kits for excursions and camps?	<input type="checkbox"/>	<input type="checkbox"/>
Are there additional kits for yard duties?	<input type="checkbox"/>	<input type="checkbox"/>
Is there additional first aid equipment needed (e.g. Automated External Defibrillator)?	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Room / Area		
Do the existing first aid facilities adequately cover the most common type of injuries?	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid room in close proximity to high hazard areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid room clearly identified with appropriate signage, easily accessible and close to toilets?	<input type="checkbox"/>	<input type="checkbox"/>

QUESTION	YES	NO
Hazards to consider when determining first aid requirements		
Do staff members (including cleaners and contractors) work alone?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff work outside normal work hours (including weekends)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there risks from manual tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Are there risks from slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a risk of contact with bodily fluids or other biohazards (e.g. providing first aid or managing students with special needs)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there risks from animals (e.g. dogs, chickens, cats, cattle, sheep, snakes, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there risks from hazardous substances and dangerous goods?	<input type="checkbox"/>	<input type="checkbox"/>
Are there risks of injury from machinery and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff at risk of Occupational Violence?	<input type="checkbox"/>	<input type="checkbox"/>
Are activities conducted in remote locations?	<input type="checkbox"/>	<input type="checkbox"/>
Access to Medical Services		
Is medical assistance easily accessible (consider realistic potential delays in emergency services assistance)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a major hospital close by?	<input type="checkbox"/>	<input type="checkbox"/>

Once the above checklist is completed, the first aid requirements can then be determined.

FIRST AID REQUIREMENTS	RECOMMENDATIONS
Number of kits:	
Location of kits:	
Contents of kits:	
Number of first aid officers required:	
Level of training required for first aid officers:	
Provision of a first aid room required:	

