FIRST AID POLICY

Issue date:	
Last Review date:	2009
Recent review date:	17 March 2026
Review cycle:	Every 3 years
Approved by:	SCC Board

1. PURPOSE

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. Shepparton Christian College is committed to the care, safety and welfare of students and staff.

The first aid policy sets out the principles and framework governing the school's behaviours and activities that enact the school's legal responsibilities and which support the care of students and staff. The policy, together with the policy implementation/procedures should be read and understood by staff, parents and students.

2. PRINCIPLES AND AIMS

Principles

- Shepparton Christian College and its staff have a duty of care towards students.
- Shepparton Christian College makes proper arrangements for students and staff who are ill or injured or who have a medical condition that requires a reasonable adjustment or response to be made.
- Shepparton Christian College provides a safe working environment for students and staff.

Aims

- To provide the framework within which the detailed first aid procedures and implementation of this policy are set.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic) to develop and implement the following related policies and procedures:
    - first aid
    - distributing medicines
    - management of anaphylaxis.

3. LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations (2017)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- WorkSafe Compliance Code – First Aid in the Workplace

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 (came into force on 18th June 2017).

4. KEY CONCEPTS

Duty of Care

Shepparton Christian College has a **duty of care** owed to students, by which it is required to make proper arrangements for students who are ill or injured or who have a medical condition that requires a reasonable adjustment or response to be made.

Teachers also have a duty of care, by which they are required to administer first aid, when necessary, within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

Non-teaching staff do not have the same legal duty of care. Shepparton Christian College may, however, still ask non-teaching staff to take responsibility for the care of students (e.g., supervision of ill students in the sick bay). In making such a request, the school retains its duty of care (which is non delegable) and so must ensure that the staff concerned have proper training and support and should always be able to contact another member of staff if assistance or advice is needed. The school must have appropriate procedures in place so that staff know what is expected of them and how to respond in particular situations.

Even under the duty of care, there are limits to the actions required of the principal and teachers. In the case of **serious injury or illness**, neither the principal nor the teacher is required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioner in attendance.

First Aid Risk Assessment

Shepparton Christian College undertakes and documents a **First Aid Risk Assessment** (or a first aid needs assessment) in order to establish the school's first aid requirements. The risk assessment must be kept up-to-date and be revaluated annually at the start of each school year.

Shepparton Christian College, like most schools are deemed to be **low-risk environments** where employees and students are not exposed to hazards that would require immediate medical treatment and where medical assistance or ambulance services are readily available. Some campuses (e.g., outdoor education campuses), some areas of the school (e.g., technology, science) and some activities (e.g., canoeing) would be deemed to be **high-risk environments** and these must be identified in the risk assessment and first aid planning processes.

The first aid risk assessment must take into account the school's legal responsibility to be **prepared for bushfires**.

The risk assessment and first aid needs assessment should document decisions regarding the **training** requirements for the school:

- A sufficient number of staff (including at least 1 administration staff member) is to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications. According to Victorian School Requirements, the required number of Level 2 First Aiders for Shepparton Christian College is 4. However, we maintain higher ratio of first aiders to students than the minimum required.
- Additionally, Shepparton Christian College provides all staff with basic first aid management skills, including training on the management of blood spills.
- In deciding the number of trained first aid officers, the school takes into account the location of the first aid officers across the school to ensure students and staff in all parts of the school have reasonable access to first aid.
- The training for the nominated first aid officers must be at least 'Provide First Aid' HLTAID003 as set out in Vic DET's guidance and in the WorkSafe Compliance Code. [trained first aid officers may form a team and the school may appoint a first aid coordinator or school nurse as the team leader]
- Ministerial Order 706 (*Anaphylaxis Management in Victorian schools*)[1] and Vic DET's *Anaphylaxis Guidelines* set out the separate mandated provision for staff training in the management of anaphylaxis. Further details can be found in the school's Anaphylaxis Management Policy.
- The school must retain up-to-date records of all staff first aid training and qualifications.

First Aid Facilities and Resources

The risk assessment and first aid needs assessment should document decisions regarding the first aid facilities (first aid rooms or sick bays) and resource requirements for the school including the number and contents of first aid kits:

- Shepparton Christian College follows the Vic DET guidance as to the number and requirements of first aid facilities and the content of first aid kits and portable kits.
- [although not normally required, Shepparton Christian College provides an Automatic External Defibrillator (AED). Only people who have been trained in their use should use defibrillators]
- In accordance with Ministerial Order 706 (*Anaphylaxis Management in Victorian schools*) and Vic DET's *Anaphylaxis Guidelines,* Shepparton Christian College has purchased and maintains general use adrenaline autoinjectors. Further details can be found in the school's Anaphylaxis Management Policy.

Medication Administration

Shepparton Christian College has created policy and procedures to set out how students' medication will be administered. The policy and procedures will include how medicines are authorised, training and advice, self-medication, the specific guidance regarding analgesics and record keeping.

Register of Student Medical Conditions

The school must retain a register of students' medical conditions and have procedures in place to ensure the register is kept up-to-date and able to be accessed in a timely manner by those who need to see the information, bearing in mind the need to comply with privacy requirements. Shepparton Christian College utilizes Consent2Go to do this.

Accidents and Incidents Register

The school must retain an accident and incidents register in compliance with occupational health and safety legislation. In parallel with this register, schools should also retain a record of first aid interventions that should be linked with both the register of students' medical conditions and the accident and incidents register. Shepparton Christian College utilizes SEQTA and LinkSafe to do this.

Employee Consultation

By law, employers must consult with employees in relation to matters that have a direct effect on their employees' health and safety, in so far as is reasonably practicable. This must include providing employees (and/or their HSRs) with information about the matters in question, giving employees a reasonable opportunity to express their views and taking those views into account.

5. SCOPE

The application of the policy is relevant to the governing board, principal, to school staff, students and parents.

6. ROLES AND RESPONSIBILITIES

Governing Board

The governing board is responsible for confirming that the school has a first aid policy that is compliant with VRQA requirements and WorkSafe guidance.

Principal

The principal is responsible for :

- ensuring the first aid policy and procedures comply with the VRQA requirements and WorkSafe guidance.
- creating clear staff leadership and accountabilities for first aid so that all members of staff know exactly what is required of them. Such leadership also ensures that first aid is consistent with the related policies: Anaphylaxis, Health and Safety, Infection Prevention, Administration of Medicines, Record Keeping, Staff Training. The principal may choose to allocate the responsibility for leading the first aid function to a specific person.
- ensuring a first aid risk assessment is developed, kept up-to-date and recorded. The principal also needs to make sure the risk assessment is comprehensive and consistent with WorkSafe guidelines.
- deciding the first aid training requirements for the school, that those requirements are implemented, that up-to-date records are maintained and that the names of trained first aid officers are communicated throughout the school.
- The principal is responsible for ensuring procedures and record keeping is as simple and straightforward as possible.
- ensuring clear procedures and other implementation documents (such as checklists and workflow diagrams) are developed and communicated. The procedures and implementation documents should cover:
    a. the arrangements for ill and injured students and staff
    b. record keeping: student medical records; records of first aid administration
    c. parental permission
    d. parent contact details including emergency contacts
    e. first aid on off-site excursions, trips, etc.
    f. checklists for first aid facilities, resources and equipment

g. first aid training
h. specific responsibilities for teachers, non-teachers, Causal Relief Teachers, contractors, volunteers
i. procedural information for staff: 'what to do when….' workflow diagrams
j. immunisation
k. First Aid Communication Plan.

Parents

Parents have primary responsibility for the health of their child(ren). Additionally, parents are responsible for providing the school with accurate and up-to-date information about the health needs and the management of medical conditions. At Shepparton Christian College. Parents communicate this information primarily through Consent2Go.

Teachers

Teachers (including Casual Relief Teaching staff) have a duty of care to administer first aid, when necessary, within the limits of their skill, expertise and training. Where possible, first aid should only be provided by staff who have been 'designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

Staff

Staff have a responsibility to familiarise themselves with the school's first aid procedures and to implement those as and when required. Staff have a responsibility to comply with the school's first aid training requirements.

7. RELATED POLICIES

- First Aid Policy Implementation/Procedures
- Anaphylaxis Management Policy
- Asthma Management Policy
- Occupational Health and Safety Policy
- Privacy Policy

8. POLICY IMPLEMENTATION DOCUMENTS

Information regarding the implementation/procedures outlined in this policy can be found in the First Aid Procedures document.

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