




FIRST AID POLICY

Purpose:	The purpose of this Policy is to ensure the appropriate provision of First Aid equipment, facilities, First Aiders and training at Ormiston College.		
Scope:	This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers, and visitors at the College.		
References and Legislation:	<ul style="list-style-type: none"> • <i>Education (General Provisions) Act 2006 (Qld)</i> • <i>Education (General Provisions) Regulation 2006 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)</i> • <i>Education and Care Services National Law Act 2010</i> • <i>Education and Care Services National Regulations 2011</i> • <i>National Quality Standard</i> • <i>Information Privacy Act 2009 (Qld)</i> • <i>Australian Privacy Principles</i> • <i>Work Health and Safety Act 2011 (Qld)</i> • <i>Work Health and Safety Regulations 2011 (Qld)</i> • <i>First Aid in the Workplace Code of Practice 2021 (Qld)</i> 		
Ormiston College Related Documents:	<ul style="list-style-type: none"> • Anaphylaxis Management Plan • Child Protection Policy • Diabetes Policy • Head Injury Procedure • Medication Administration Policy • Medication Administration Procedure • Personal Accident/Incident Report Form • Workplace Health and Safety Policy 		
Policy Owner:	College Governing Body	Version:	V201124
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Authorised By:	BRETT WEBSTER	Date of Authorisation:	3/12/2024
Signature:			

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RATIONALE

Ormiston College is committed to providing appropriate First Aid to staff, students and all visitors, as required under the *Work Health and Safety Act 2011*, the *Education and Care Services National Law Act 2010* and associated regulations.

As per the *First Aid in the Workplace Code of Practice (Qld) 2021*, adequate First Aid provision has been determined by:

- the nature of the work being carried out at the workplace;
- the nature of the hazards at the workplace;
- the size and location of the workplace; and
- the number and composition of the students, workers and other persons at the workplace.

The provision of appropriate First Aid includes the adequate provision of and access to:

- A Registered Nurse employed by Ormiston College, with current Australian Health Practitioner Regulation Agency (AHPRA) registration. The College Nurse is located in the Health Centre and is available from 8.00am to 4.15pm Monday to Friday during the school term.
- College staff who are qualified in HLTAID009 Provide Cardiopulmonary Resuscitation, HLTAID010 Provide Basic Emergency Life Support and HLTAID011 Provide First Aid.
- First Aid equipment, including First Aid Kits and automated external defibrillators.
- First Aid facilities located in the Health Centre.

Teachers employed at Ormiston College should have a current First Aid Certificate with CPR and Anaphylaxis ensuring the College maintains First Aid ratios. Additional front-line staff employed at Ormiston College are required to have a current First Aid Certificate, unless a valid health reason is given. Ormiston College provides First Aid training annually for all staff through a Registered Training Organisation.

Staff when administering First Aid are to remain within their First Aid scope of practice. Students are to be referred to the College Nurse and/or an ambulance called when a higher level of care is required.

RESPONSIBILITIES

College Nurse

The College Nurse (Registered Nurse) will:

- Maintain registration with AHPRA and the requirements specific for registration.
- Comply with the National School Nursing Standards for Practice: Registered Nurse.
- Undertake a current approved training course in First Aid which encompasses anaphylaxis management and asthma management.
- Provide nursing care when required in accordance with the training received.
- Maintain medications, First Aid stock and equipment in the Health Centre.
- Monitor access to the First Aid Kit and ensure any items used are replaced as soon as practicable after use.
- Undertake regular checks of First Aid Kits (at least once every 12 months) to ensure the Kit contains a complete set of the required items.
- Ensure that first aid items and equipment are in good working order, have not deteriorated and are within expiry dates.

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- Keep a record of any nursing care given to students.
- Provide updates to the Executive team and WHS Officer as required, in accordance with the Ormiston College Privacy Policy.

First Aiders

In relation to the specific First Aid role, First Aiders at Ormiston College must undertake the role and responsibilities under the legislation and in relation to First Aid as follows:

- Undertake a current approved training course in First Aid and/or Anaphylaxis Management training and/or Emergency Asthma Management training, and update the training as required.
- Provide First Aid treatment when required in accordance with the training received.
- Monitor access to the First Aid Kit in designated area and ensure any items used are replaced as soon as practicable after use.
- Ensure that items are in good working order, have not deteriorated and are within expiry dates and that sterile products are sealed and have not been tampered with.
- Keep a record of any First Aid treatment given by completing an Accident/Incident Report Form, found in Teacher Kiosk under Links, where required and hand over any treatment given to the College Nurse, parent or paramedic.
- Provide reports to the College Nurse and WHS Officer as required, in accordance with the Ormiston College Privacy Policy.

All Staff

Staff are required under the *Work Health and Safety Act 2011* to take reasonable care of their own safety and must not adversely affect the health and safety of other persons. Staff must comply with any reasonable instructions and cooperate with any reasonable policy and procedure relating to health and safety at the workplace, such as procedures for First Aid and for reporting injuries and illnesses.

FIRST AID EQUIPMENT

In accordance with the *First Aid in the Workplace Code of Practice 2021 (Qld)*, Ormiston College will ensure that First Aid Kits and equipment will be kept in prominent, signed and accessible locations.

Emergency Kits are provided with basic lifesaving medications such as Anaphylaxis auto injectors, Ventolin and fast acting glucose (Jellybeans). These Kits are located throughout the campus for quick and easy access by staff and students and are maintained, checked and restocked yearly or as required by the College Nurse. The staff First Aid Kits are to be monitored by the First Aiders who are to ensure the kits are restocked by contacting the College Nurse when required.

Ormiston College has four Automated External Defibrillators (AED) on campus, located in the:

- Health Centre (Junior Administration)
- Early Learning Centre (ELC)
- Athletics Precinct (First Aid Room)
- Somerset Sports Centre (First Aid Room)

The College Nurse is responsible to ensure they are in good working order and any maintenance is carried out.

FIRST AID FACILITY

In accordance with the *First Aid in the Workplace Code of Practice 2021 (Qld)*, Ormiston College has a Health Centre which is managed by the College Nurse. The facility has a number of beds and seating to cater for sick or injured students and is open Monday to Friday 8.00am to 4.15pm during the school term. Supervising Teachers are responsible for First Aid treatment outside of these hours and will provide First Aid in accordance with their training.

IMPLEMENTATION

Ormiston College will take the following steps to ensure the adequate provision of First Aid including:

Hazard Identification/Risk Management – Proactive in identifying hazards that could result in work-related injury or illness. Including assessing the type, severity and likelihood of injuries and illness.

Awareness

The College will provide appropriate information about First Aid to employees so that they know what to do and who to contact if they or a child are sick or injured. The information and instruction on First Aid may include:

- The location of First Aid equipment and facilities.
- The procedures to be followed when First Aid is required.

Training

The College will ensure that First Aid training is provided to staff. Qualifications will be in line with the requirements of the relevant legislation and will be refreshed as required.

Record Keeping, Monitoring and Reporting

The College will ensure that:

- A record of any First Aid treatment administered in the Health Centre will be kept by the College Nurse and designated administration support staff.
- Regular reports regarding the provision of First Aid will be provided to the Executive team and the WHS Officer, to assist in monitoring and reviewing First Aid arrangements, including hazard and incident management in accordance with the Ormiston College Privacy Policy; and
- Records of any First Aid qualifications will be kept on a register held by the WHS Officer.

MEDICAL CLEARANCE

To ensure the wellbeing of students, a medical clearance is required for students who have sustained concussion, injuries that require surgery or are under the care of a medical specialist for a physical concern before resuming sporting activities.

Should a pre-existing injury be disclosed to College staff; parents are required to submit a Medical Certificate outlining the injury and activities the student is able to participate in. Once the injury is healed a Medical Clearance is required before sporting activities are resumed.

COMPLIANCE AND MONITORING

Ormiston College will ensure that:

- This Policy and any related procedures are readily accessible and available for staff to access on Teacher Kiosk Links.

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