Policy title: FIRST AID POLICY
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Legislation:
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Education and Care Services National Regulations 2011
- Children and Young People Act 2008

Procedures:
- First Aid General Procedure
- Administration of Analgesics Procedure
- Anaphylaxis Management Procedure
- Asthma Management Procedure
- Diabetes Management Procedure
- Epilepsy Management Procedure
- First Aid Training Procedure
- First Aid Facilities Procedure
- First Aid Records Management Procedure
- Managing Hepatitis Procedure
- Sharps and Biohazardous Waste Procedure
- Standard Precautions for Infection Control and Safe Work Procedure

1. POLICY STATEMENT

1.1. The Education and Training Directorate (the directorate) provides immediate and effective first aid to injured or ill staff (workers), students, and others throughout all directorate workplaces.

1.2. This policy and supporting procedures assists in managing the provision of first aid. They outline the circumstances in which first aid may be administered, and the facilities and equipment to be used.

1.3. This policy should be read in conjunction with the ACT Public Sector policy, First Aid in the Workplace.

2. RATIONALE

2.1. The directorate manages first aid safety risks and hazards in accordance with the Code of Practice for First Aid in the Workplace 2012 in order to meet legislative requirements outlined in Work Health and Safety Act 2011, the Children (Education and Care Services)
National Law (NSW) No 104a and the associated regulations; the Work Health and Safety Regulations 2011 and Education and Care Services National Regulations 2011.

2.2. The directorate reports against compliance with legislative requirements in its Annual Report.

3. DEFINITIONS

3.1. ACTPS is the ACT Public Sector or Service.

3.2. Directorate workplace includes all venues used by workers in the course of their normal duties, including schools and venues where school activities take place, office buildings and storage units, and excursion venues.

3.3. Executive is a term that includes executives, school principals, managers and supervisors.

3.4. First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

3.5. First aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

3.6. First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.

3.7. First aid facilities include first aid rooms, clean water supplies and other facilities needed for administering first aid.

3.8. First aid officers are designated directorate workers who have been appointed on the basis of their qualifications and availability to perform the duties of a first aid officer.

3.9. Others include clients, volunteers, visitors and workers under the Work Health and Safety Act 2011 that are not on the directorate payroll.

3.10. Parent is a person having parental responsibility for a child or young person under the Children and Young People Act 2008, including a carer under that Act.

3.11. Parental responsibility in relation to a child, means all the duties, powers, responsibilities and authority that, by law, parents have in relation to children. Parental responsibility for child protection matters may be granted to the Director-General of the Community Services Directorate or other persons.

3.12. Reasonably practicable as defined by the Work Health and Safety Act 2011, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably
able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know, about:
  - the hazard or the risk
  - ways of eliminating or minimising the risk
  - the availability and suitability of ways to eliminate or minimise the risk, and after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

3.13. **Schools** mean all ACT Government schools.

3.14. **Worker** includes directorate employees, volunteers, students gaining work experience and others including contractors and sub-contractors.

4. **LEGISLATION**

4.1. Specific legislative requirements in relation to the provision and management of first aid are outlined in the Work Health and Safety Act 2011, the Children (Education and Care Services) National Law (NSW) No 104a and the associated regulations; the Work Health and Safety Regulations 2011 and Education and Care Services National Regulations 2011. These requirements include taking a risk management approach for the provision of, and access to, first aid facilities and resources and numbers of trained first aiders.

4.2. Specific requirements regarding first aid training, maintaining first aid records and the management of first aid emergencies are outlined in the Children (Education and Care Services) National Law (NSW) No 104 and the Education and Care Services National Regulations 2011. Further details are available in first aid procedures associated with this policy.

5. **PROCEDURES**

5.1. **Roles and responsibilities**

5.1.1. The responsibilities of the Director-General, executives including school principals, managers, supervisors and workers are set out in the Work Health and Safety Act 2011, and articulated in the ACTPS policy Work Health and Safety Act 2011-Responsibilities WHS-03-2013 (ACTPS responsibilities).

Key responsibilities as they relate to the management of first aid are outlined below and should be read in conjunction with the ACTPS responsibilities and the First Aid General Procedure.
5.1.2. Director-General

5.1.2.1. The Director-General will exercise due diligence to ensure that directorate work environments are safe and healthy for workers, students and others and that the directorate complies with the ACTPS policy ACTPS WHS-04-2013 First Aid in the Workplace. In the context of first aid, due diligence means taking all reasonable steps to ensure:

- a risk management approach is used to identify and adequately resource the administration of first aid in workplaces
- a system of regular monitoring of safe practices, procedures and controls in relation to first aid administration is implemented
- systems are in place that facilitate consultation with workers when decisions are made about first aid requirements
- first aid facilities and equipment are available for all workers, students and others including those who work outside normal business hours (e.g. cleaners and contractors)
- first aiders, trained to administer first aid, are available for all workers and students, and to others where reasonably practicable.

5.1.3. Executive

Executives will exercise due diligence in assisting the Director-General with their obligations including implementing the ACTPS and directorate first aid policies and procedures.

5.1.4. Workers

5.1.4.1. ACT Government workers have a responsibility to ensure that while at work they:

- take reasonable care for their own health and safety, including disclosure of any medical condition that may be potentially life threatening or may adversely affect the health and safety of another person
- comply with the ACTPS and directorate first aid policies, and procedures.

5.1.5. First aid officers

5.1.5.1. First aid officers are designated first aiders responsible for providing first aid to workers, students, and others in accordance with their qualification and the first aid policy and procedures.

5.1.6. Health and Safety Representatives

5.1.6.1. In the context of first aid, Health and Safety Representatives represent the interests of a particular work group in relation to any health and safety matter arising in relation to the local provision, management and monitoring of the first aid system. Their roles and responsibilities are governed by the Work Health and Safety Act 2011.
5.1.7. **Parents and carers**

5.1.7.1. In the school context, parents and carers will take all reasonable steps to ensure the principal or delegate is informed of any specialist medical condition and the medical requirements for its management on student enrolment, or on diagnosis of the condition.

5.2. **Legal liability**

5.2.1. First aid officers must not administer first aid beyond the level of their qualification.

5.2.2. Before starting to treat a casualty, the first aid officer should receive consent for the treatment unless there is a circumstance where consent can be assumed i.e. the casualty is unconscious, or unable to give consent due to their injuries, or where there is an anaphylaxis or asthma emergency.

5.2.3. A designated first aid officer who, in the course of their employment, renders first aid assistance to another worker or member of the public, is acting on behalf of the Territory. The Territory will assume liability and meet any damages and legal costs in the event that a claim arises out of the provision of that assistance.

5.3. **Privacy**

5.3.1. All workers have certain obligations and responsibilities under the Information Privacy Act 2014. The Act protects the rights of individuals in relation to the collection, use, storage and disclosure of personal information.

In some cases students under the age of 18 have requested that their parents and carers not be provided with personal information. In such cases schools should refer to the Territory Privacy Principles under the Information Privacy Act 2014.

5.4. **Complaints**

5.5. Any concerns about the application of this policy or the policy itself, should be raised with:
- the school principal in the first instance;
- the Directorate’s Liaison Unit on (02) 6205 5429;
- online at http://www.det.act.gov.au/contact_us;
- see also the *Complaints Policy* on the Directorate’s website.

6. **POLICY OWNER**

6.1. Director, People and Performance

6.2. For support in relation to this policy contact People and Performance on ph: 6205 9202.

7. **RELATED POLICIES**

7.1. National standards, frameworks and guidelines:

*First Aid Policy*; FAP201512 is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document, available on the Directorate’s website at http://www.det.act.gov.au/publications_and_policies/policy_a-z.
7.2. The following policies and procedures are located on the Chief Minister, Treasury and Economic Development Directorate website:

- ACT Public Service First Aid Policy Statement
- ACT Public Sector Work Health and Safety Policy Statement

7.3. The following policies and procedures are located on the directorate website:

- Administration of Prescribed Medication, Catheters and Injections to Students
- Excursions Policy
- Outdoor Adventure Activities Policy
- Responding to Student Accidents/Incidents Policy and Procedures.