

# **LEARNING CO-OPERATIVE**

**alternative primary school**

10 Laceys Rd, PO Box 140, Cottles Bridge VIC 3099 Phone: 9718 1481  
[info@learningcooperative.vic.edu.au](mailto:info@learningcooperative.vic.edu.au) [www.learningcooperative.vic.edu.au](http://www.learningcooperative.vic.edu.au)

## **FIRST AID POLICY**

### **1. Purpose of this policy**

- 1.1 The Learning Co-operative is committed to the care, safety and welfare of students and staff.
- 1.2 The first aid policy sets out the principles and framework governing the co-operative's behaviours and activities that enact the legal responsibilities and which support the care of students and staff. The policy, together with the policy implementation documents, should be read, and understood by staff, parents, and students.

### **2. Principles**

- 2.1 The co-operative and its staff have a duty of care towards students.
- 2.2 The co-operative 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.
- 2.3 The co-operative provides a safe working environment for students and staff.

### **3. Aims of the policy**

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

### **4. Legal and regulatory basis for compliance**

- 4.1 Duty of Care
- 4.2 Education and Training Reform Act 2006 (Vic)
- 4.3 Education and Training Reform Regulations (2017)

- 4.4 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 4.5 WorkSafe Compliance Code – First Aid in the Workplace
- 4.6 Occupational Health and Safety Act 2004 (Vic)
- 4.7 Occupational Health and Safety Regulations 2007 (Vic)
- 4.8 Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 (came into force on 18th June 2017).

## 5. Key definitions

- 5.1 The co-operative 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.
- 5.2 **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.
- 5.3 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.
- 5.4 The co-operative should be familiar with WorkSafe Victoria's compliance code ***First Aid in the Workplace***. The compliance code is drafted with the first aid needs of employees in mind, but the guidance is also relevant to schools in meeting the first aid needs of students.
- 5.5 The co-operative undertakes and documents a **First Aid Risk Assessment** (See appendix 2) to establish the co-operative's first aid requirements. This assessment is done annually at the start of every year and more frequently as needed. The first aid risk assessment is completed in consultation with the co-operative's First Aid officer and relevant members of staff. This assessment is saved in the OHS folder in the office.
- 5.6 The first aid risk assessment also considers the school's legal responsibility to be **prepared for bushfires**. The co-operative's **Bushfire-At-Risk Register** must maintain an up-to-date register of bushfire emergency equipment that includes first aid materials and medical equipment.
- 5.7 The risk assessment and first aid needs assessment documents decisions regarding the **training** requirements for the co-operative:
  - a. the co-operative has several trained first aid officers.

- b. Consistent with the Department's First Aid Policy and Procedures, the Cooperative allocates staff members and several volunteer parents as First Aid Officers. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be displayed in the office and first aid cupboard.
  - c. the training for the nominated first aid officers must be at least 'Provide First Aid' HLTAID003.
  - d. Ministerial Order 706 (*Anaphylaxis Management in Victorian schools*) 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 co-operative's Anaphylaxis Management Policy
  - e. the school must retain up-to-date records of all staff first aid training and qualifications.
- 5.8 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 co-operative including the number and contents of **first aid kits**:
- a. guidance as to the number and requirements of first aid facilities and the content of first aid kits and portable kits is set out in Appendix 1, keeping in mind the Vic DET guidance.
  - b. Parents are responsible for providing the school with accurate and up-to-date information about the health needs and the management of medical conditions.
- 5.9 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.
- 5.10 Staff have a responsibility to familiarise themselves with the school's first aid procedures and to implement those as and when required.
- 5.11 Staff have a responsibility to comply with the school's first aid training requirements.

## 6. Links to other policies

- 6.1 Duty of Care
- 6.2 Administration of Medicines
- 6.3 Anaphylaxis Management Policy
- 6.4 Asthma and other serious illnesses

- 6.5 Infection Prevention
- 6.6 Occupational Health and Safety Policy
- 6.7 Record Management Policy
- 6.8 Privacy Policy
- 6.9 Staff Training Policy.

## **7. Communication of the policy**

- 7.1 The school must ensure that the first aid policy and procedures are communicated to staff, students, and parents. This is done at the start of every term during parent meetings and as frequently as needed, if there are any major changes or updates.

## **8. Policy implementation documents**

- 8.1 The documents setting out the strategies and actions required to implement this policy includes:
  - a. Emergency medical details form filled out during enrolment. Parents are encouraged to bring in any information regarding child's health concerns directly to the co-ordinator or the first – aid officer.
  - b. In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency.
  - c. In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and of the actions taken by the Coop.
  - d. A Record of First Aid Treatment will be kept in the first aid cupboard and information recorded for all students treated. Parents will be notified of any injuries via telephone call.
  - e. First aid kits will be available for any groups that leave the Coop on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and adults and the location of the excursion.
  - f. the supervision of ill students in the first aid room or sick bay.

## **9. First Aid Officers:**

Their specific duties include:

- Participating in the risk management process within the school as part of the cooperative's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Maintaining first aid kits.

- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur at the Coop (e.g., cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.
- Appropriate recording all incidents requiring first aid treatment, and treatment administered. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.

The First Aid Officers will be available at the co-operative during normal working hours and at other times when programs are being conducted.

Where possible, only individuals with first aid qualifications will provide first aid. However, in an emergency other **individuals may be required to help within their level of competency**.

## **10. Policy review**

10.1 The governing board will review the First Aid Policy annually or earlier when required.

## **11. Evaluation**

**This policy was ratified by the board on: 11/10/2021**

**Chairperson's signature**



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(MYRA THEISZ)

## **12. Evaluation**

	<b>Previous Version</b>	<b>Location</b>	
	V1	In Archive (Digital and Hard Copy)	September 2019

<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Next Review Date</b>
22/09/2021	V2	Name: MYRA THEISZ  Position: Chairperson of the School Board  Signature: 	September 2022

## **APPENDIX 1**

### **First Aid Kit Contents**

Consistent with the Department's First Aid Policy and Procedures Coop will maintain a First Aid Kit that includes the following items:

- an up to date first aid book –
- wound cleaning equipment
- wound dressing equipment
- bandages
- Sunscreen
- Asthma blue reliever puffer and spacer. (Single use and individual use)

Other equipment includes:

- single use gloves
- blood spill kits
- emesis bags
- one medicine measure for use with prescribed medications
- one pair of scissors (medium size)
- disposable splinter probes and a sharps container for waste
- disposable tweezers
- pen-like torch, to measure eye-pupil reaction
- two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
- adhesive sanitary pads, as a backup for personal supplies
- blanket and sheet, including a thermal accident blanket for portable kits
- one box of paper tissues

## **APPENDIX 2**

### **First Aid Risk Assessment (Annually)**

This form is to be completed with reference to *First Aid and Infection Prevention and Control Procedure*.

<b>1. Personal Details</b>	
Name of Person/s Conducting the Assessment:	Date: / /
School / Workplace:	
<b>2. Items to be considered for the provision of First Aid in the workplace</b>	<b>Description</b>
Type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions, camps etc.).	
Potential illnesses or life threatening injuries (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.	
The size and layout of the workplace (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc.).	
The number and distribution of employees and others, including arrangements such as shift work, travel requirements, visitors.	
The location of the site (e.g. proximity to medical facilities and access to ambulance services).	

**3. Are following minimum First Aid Room requirements available, where a first aid room is required as per section 3.3.1 in the *First Aid and Infection Prevention and Control Procedure*?**

	Yes	Yes			Yes
<b>Eye Protection</b>	<input type="checkbox"/>	<b>Sharps Disposal System</b>	<input type="checkbox"/>	<b>Desk/table and telephone</b>	<input type="checkbox"/>
<b>Gown/Apron</b>	<input type="checkbox"/>	<b>Biohazard Waste Container</b>	<input type="checkbox"/>	<b>List of Emergency Numbers</b>	<input type="checkbox"/>
<b>Disposable Gloves</b>	<input type="checkbox"/>	<b>An upright Chair</b>	<input type="checkbox"/>	<b>Electric Power points</b>	<input type="checkbox"/>
<b>Resuscitation mask</b>	<input type="checkbox"/>	<b>Storage Cupboards</b>	<input type="checkbox"/>	<b>Sink (hot &amp; cold water)</b>	<input type="checkbox"/>
<b>Work Bench or Dressing Trolley</b>	<input type="checkbox"/>			<b>Blankets and Pillows</b>	<input type="checkbox"/>

**4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace**

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
400 - 599 employees (and students)	6 first aid officers	8 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
600 - 799 employees (and students)	8 first aid officers	10 first aid kits and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
800 - 999 employees (and students)	10 first aid officers	12 first aid kits (including specific “type of incident” treatment) and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace**

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
>1000 employees (and students)	10 + one first aid officer for every additional 100 employees and students  A first aid room with a bed and stretcher	12 + one kit for every additional 100 employees and students  A first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category	2 additional first aid kits for every category	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**5. Additional First Aid Facilities**

Insert description of additional facilities required after completing and evaluating **sections 2, 3 and 4** of this form:

**6. Review Controls**

Workplace Manager and/or Management OHS Nominee verifies provision of the above first aid facilities:

**Name:**

Effective

Not effective

**Date:** / /

**Signature:**



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10 Laceys Road Cottles Bridge, 3099

Ph. 97181481 Email:  
info@learningcoopertive.vic.edu.au

Report No.  
**00000**

**ACCIDENT, ILLNESS,  
INCIDENT REPORT SLIP**

Date:	/ /	Time:	:	LEA Accident Report No. (if applicable)																																											
Child's Name:				Class:																																											
Incident location in School:																																															
Incident Details:																																															
<table border="1"><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Bump / Bruise</td><td>Vomiting / Nausea</td><td>Nosebleed</td><td>Headache / High Temperature</td><td>Head Injury</td><td>Cut / Graze</td><td>Asthma</td><td>EPI Pen</td><td>Parent Contacted</td><td>Unable to contact Parent</td><td>Following First Aid the Child was well enough to remain in School</td><td>The Child was collected from School</td></tr><tr><td colspan="12">The School is of the opinion that your Child should consult a Doctor</td></tr></table>												<input type="checkbox"/>	Bump / Bruise	Vomiting / Nausea	Nosebleed	Headache / High Temperature	Head Injury	Cut / Graze	Asthma	EPI Pen	Parent Contacted	Unable to contact Parent	Following First Aid the Child was well enough to remain in School	The Child was collected from School	The School is of the opinion that your Child should consult a Doctor																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																				
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The School is of the opinion that your Child should consult a Doctor																																															
 FRONT                          BACK																																															
Treatment Administered:																																															
First Aider:						Parent/Carer Contacted:																																									
Witness:						Collected by:																																									
Slip completed by:						Signature:																																									

**IMPORTANT:**

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your Doctor or local Hospital.