

FIRST AID

Policy Number: FA100-19 (R2021)

Overview

To ensure an adequate and timely first aid response in the event of an emergency and to minimise the risk of the transmission of infectious disease.

First Aid Training Requirements

Minimum training requirements to be completed every 3 years:

- schools early childhood education and care services - HLTAID004 - provide an emergency first aid response in an education and care setting which includes anaphylaxis and asthma first aid training
- corporate and local offices - HLTAID003 - provide first aid.

Schools and preschools must directly book and pay for first aid training from their resource entitlement statement (RES) allocation.

All employees who are required to hold a first aid qualification should complete HLTAID001 – provide cardiopulmonary resuscitation (CPR) annually.

For teacher pre-employment requirements, refer to teacher employment requirements and registration.

Excursion Activities

Sites must ensure that employees and others participating in excursions have access to first aid supplies and are aware of the excursion emergency and evacuation procedures. Access to first aid support must be available at all times and due consideration should be given to emergency response times when selecting a camp or excursion location.

First Aid Kits and Equipment

First aid kits must be readily accessible in an emergency.

First aid kits must be inspected and replenished at least every 6 months. This duty may be delegated to a designated first aider. The first aid kit contents checklist (PDF, 90.3 KB) provides guidance about the contents and restocking of first aid kits on site.

The first aiders' contact details and the location of first aid equipment must be displayed and easily accessible. First aid equipment must be identified on evacuation diagrams by a white cross on a green background.

Inductions must include information on first aid provisions, including the employee first aid medical information form (PDF, 50.0 KB). Employees with a known medical condition that may require first aid assistance should complete the form to enable prompt and appropriate assistance.

Notification and Reporting of Injuries and Illnesses

Confirmed cases of infectious disease must be reported on the incident and response management system (IRMS):

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- For individual cases, complete the injury and site leader tabs on IRMS.
- If a large number of children, young people or employees are diagnosed with an infectious disease this should be reported as a critical incident on IRMS.

Site leaders may be contacted as part of SA Health's investigation and surveillance requirements to prevent the spread of a notifiable condition. Site leaders are not required to report a notifiable condition directly to SA Health.

Employees are not required to disclose that they have been diagnosed with an infectious disease, but must adhere to the exclusion periods and notify their line manager if they will be absent from work due to illness.

If a diagnosed employee or other person discloses information of their infectious disease or medical condition, the site leader must not disclose this information unless maintaining confidentiality places the health and safety of other persons at risk.

Site Leader

Ensure recommended infection prevention and control precautions are used to minimise the risk of transmission of infectious diseases.

Liaise with the WHS directorate to risk assess occurrences of infectious diseases or illnesses and implement control and mitigation strategies.

Consult, cooperate and coordinate with any directions or instructions that are issued by the chief public health officer or department of health and wellbeing delegate.

Report individual cases on IRMS injury tab or critical incident for occurrences of infectious diseases or illnesses.

Notify Safework SA if an employee is diagnosed with an infection from performing their work duties.

Provide annual seasonal influenza vaccination program to all employees.

For early childhood services, record and maintain the immunisation status of all children enrolled and attending in such a way that the service has immediate access to the information in the event of an occurrence of a vaccine preventable disease.

For early childhood services, implement the exclusion requirements in the event of an occurrence of a vaccine preventable disease according to the childhood immunisation schedule.

For early childhood services and out of school hours care, notify the family with a completed incident, injury, trauma and illness record on collection of the child and obtain parent or caregiver signature.

Ensure that workplace first aid requirements are determined in consultation with employees and health and safety representatives.

Provide appropriate first aid equipment and ensure employees and others have access to first aid.

Ensure that:

- an adequate number of employees are appropriately trained to administer first aid
- first aid record keeping, facilities and equipment standards are met
- employees are advised of first aid arrangements at induction
- employees are advised of employee first aid medical information form (PDF, 50.0 KB) at induction.

Establish a local procedure detailing how first aid treatments are to be recorded.

Designated First Aider

Appointed by the site leader.

Provide appropriate first aid assistance where possible.

Maintain the currency of their relevant first aid qualification.

Maintain first aid facilities and equipment as required.

Be onsite and available during core business hours.

Receive a first aid allowance if they occupy a non-teaching position.

