

### 1 Purpose

To provide a framework for appropriate and safe provision of first aid to students at the Berry Street School.

To comply with the requirements of Education and Training Reform Act 2006 (Vic) to develop and implement policies and procedures related to first aid.

### 2 Definitions

Term	Definition
CPR	Cardio-Pulmonary Resuscitation
First aid	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. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: <a href="http://acecqa.gov.au/qualifications/nqf-approved">acecqa.gov.au/qualifications/nqf-approved</a>  Source: Safe Work Australia (2019) <i>First aid in the workplace – Code of practice</i>
First aid kit	A collection of supplies and equipment used to provide first aid.
PPE	Personal protective equipment
School	The Berry Street School
Serious incident	For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident: <ul style="list-style-type: none"> <li>a) the death of a child – <ul style="list-style-type: none"> <li>i. while that child is being educated and cared for by an education and care service; or</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>ii. following an incident occurring while that child was being educated and cared for by an education and care service;</li> <li>b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service – <ul style="list-style-type: none"> <li>i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</li> <li>ii. for which the child attended, or ought reasonably to have attended, a hospital; Example: A broken limb.</li> </ul> </li> <li>c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; Example: Severe asthma attack, seizure or anaphylaxis reaction.</li> <li>d) any emergency for which emergency services attended;</li> <li>e) any circumstance where a child being educated and cared for by an education and care service – <ul style="list-style-type: none"> <li>i. appears to be missing or cannot be accounted for; or</li> <li>ii. appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or</li> <li>iii. is mistakenly locked in or locked out of the education and care service premises or any part of the premises.</li> </ul> </li> </ul> <p>Source: Education and Care Services National Regulations (Regulation 12)</p>
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### 3 Scope

The First Aid for Students Policy and Procedure is relevant to the governing authority of the School, the principal, staff, volunteers, students and their parents/guardians/carers.

### 4 Review Cycle

The First Aid for Students Policy and Procedure will be reviewed every two years in line with the Plan Do Check Act cycle, and as outlined in the Policy Framework.

### 5 Background and Context

Legislation that governs the operation of approved children’s services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

It is also a requirement that employers have appropriate first aid arrangements in place, including first aid training, first aid kits and first aid facilities, to meet their obligations under the Occupational Health and Safety Act 2004. WorkSafe Victoria has developed a compliance code First aid in the workplace (refer to Sources) that provides guidance on how these obligations can be met.

## 6 Policy

### 6.1 Policy provisions

Our students 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. It is a policy of the Berry Street School to ensure that every campus individually and the School as a whole:

- plans for the first aid needs of students on site and on approved school activities, including identifying staff to be trained in first aid, first aid room and resources such as first aid kits
- has sufficient staff with appropriate levels of up to date first aid training to meet the first aid needs of the campus (HLTAID0011 First Aid Certificate and HLTAID009 – Provide cardiopulmonary resuscitation (CPR))
- encourages all staff to complete first aid training
- provides a safe environment to minimise injuries to students
- ensures proper care, including wellbeing support, of injured or unwell students
- ensure all injuries and medical incidents are documented and appropriate action is taken and authorised as required.

In addition, the Berry Street School Anaphylaxis Management Policy and the Berry Street School Administration of Medication Procedure provide further detail on the School's approach to managing medical conditions.

### 6.2 Authorities and accountabilities

**The governing authority** (Berry Street School Board) is responsible for confirming that the Berry Street School has a first aid policy that is compliant with VRQA requirements and WorkSafe guidance.

**The Berry Street School Principal** is ultimately responsible for the implementation of this policy. The responsibility for leading the first aid function at the campus-level is delegated to Assistant Principals (Heads of Campuses), including leading the trained First Aid Officers.

Where non-compliance is found in any of the above requirements it will be escalated to the Berry Street School Principal and relevant staff member for immediate action.

In addition, the Principal is responsible for creating clear staff leadership and accountabilities for first aid so that all members of staff know exactly what is required of them. The Principal also ensures that first aid is consistent with the related policies outlined in Section 8.

**Campus First Aid Officer** is appointed at each campus by the Assistant Principal (Head of Campus). The First Aid Officer, in addition to their normal duties, agrees to perform additional First Aid duties as required and hold current First Aid and CPR qualifications. In addition, the Campus First Aid Officer at the Berry Street School have the responsibility as the Campus Anaphylaxis Supervisor and are trained to verify the correct use of adrenaline autoinjector verifier by other school staff. Each nominated Campus First Aid Officer will be paid an allowance while performing these duties (as outlined in Section 20.5 of the Berry Street Enterprise Agreement 2020).

**All staff and volunteers** working within the School have a duty of care to administer first aid when necessary within the limits of their skill, expertise and training. All staff and volunteers 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.

**Parents/guardians/carers** have primary responsibility for the health of their child(ren). The aim of the School's first aid is not to diagnose or treat a medical condition. Parents/guardians/carers are also responsible for providing the school with accurate and up-to-date information about the health needs and the management of medical conditions.

## 7 Procedure

The Assistant Principal (Head of Campus) works with the designated Campus First Aid Officer and the Campus Administration Officer to ensure that First Aid Policies and Procedures are followed.

### 7.1 Administering first aid

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- Each campus has an *Emergency Management Manual* in place which further details the actions to be taken in response to a medical emergency (code blue).
- All staff will not hesitate to call Triple Zero (000) for emergency medical services immediately if they assess a situation as a medical emergency. In a medical emergency, staff may take emergency action and do not need to obtain parent/guardian/carer consent to do so.

- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- All injuries that occur during class time will be referred to the Campus First Aid Officer, or available delegate, who will manage the incident.
- All injuries that occur during recess or lunch breaks will be referred to the staff member on yard duty first for initial assessment, before being referred to the Campus First Aid Officer or delegate.
- Individual administering first aid to wear personal protective equipment (PPE) when appropriate.
- Serious injuries should be reported through the Berry Street Incident Management System (ERIN) as a non- DHHS report. Serious Incident Reporting guidelines are available on the Berry Street Intranet site – Bagung Ngarrgu.
- No medication, including headache tablets or alternative medicines, will be administered to students without the express written permission of parents or guardians. A medication administration form is available for use (as part of the Administration of Medications Policy and Procedure).
- Any students in the first aid room (otherwise known as the wellbeing room) will be supervised by a staff member at all times. No student will be left unsupervised in the first aid room.

## 7.2 Communication with parents/guardians/carers

- The Berry Street School must ensure that the first aid policy and procedures are communicated to staff, students and parents/guardians/carers in a clear and accessible way. This should include information relating to the names and locations of trained first aid officers, the location of first aid kits and facilities, and the procedures to be followed when first aid or further assistance is required.
- If first aid is administered for a minor injury or condition, the Berry Street School will notify parents/guardians/carers by either sending a note home, via email, using the Engage portal or via a phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact student's emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/guardians/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Students with minor injuries will be provided first aid by the supervising staff member, whilst more serious injuries, including those requiring

parents/guardians to be notified or where it is suspected that treatment by a doctor is required will be tended to by the Campus First Aid Officer or an available staff member with up-to-date First Aid Qualifications .

- Parents/guardians have a responsibility not to send ill students to school and to notify the school of any medical condition applicable to their child that staff may be required to deal with (details are collected in the student enrolment form).
- If a child feels unwell at school, the Wellbeing Leader must contact the student's parents/guardians/carers (emergency contact details are updated each term in Student Support Group Meetings) and/or seek medical assistance.
- Any injuries to a student's head, face, neck or back must be reported to parents/carers/guardian. If a student is on a Children's Court (Family Division) order, the relevant Department of Families Fairness and Housing (DFFH) representatives must also be informed.

### 7.3 First aid resources/supplies

- Each campus has a designated First Aid Room or uses the Wellbeing Room as the First Aid Room when needed.
- The Assistant Principal (Head of Campus) at each campus must assess the first aid requirements of the campus by completing a First Aid Risk Assessment annually.
- Each campus will have a fully stocked Standard First Aid kit for Schools (updated annually using Berry Street School First Aid Kit Checklist) stored in the School Administration Office Area.
  - Each campus will have a minimum of two Excursion First Aid Kits and two Yard Duty First Aid Kits (updated following use using Berry Street School First Aid Kit Checklist) stored in the school administration office area in the medical supplies cupboard.
  - Regular checks and restocking of the first aid supplies will be conducted by the designated Campus First Aid Officer as well as conducting a full annual review against the First Aid Kit Checklist.
  - All staff are responsible for reporting low stocks or out of date stock to the designated Campus First Aid Officer.
  - The designated Campus First Aid Officer will be responsible for the purchase and maintenance of first aid supplies, including ice packs and their covers, portable first aid kits, and the general upkeep of the first aid area.
- First Aid Kits are stored in the School Administration Area, easily accessible to staff.
- For the safety of staff and students and to minimise cross-contamination, all staff will be provided with knowledge that the Biohazard Spill Kit (for vomit and blood

spills) is stored and available for use in the school administration office area in the medical supplies cupboard.

## 7.4 Reporting & recording injuries/illness & medical conditions

- All students who receive first aid treatment will have illness/injury documented by staff member providing first aid, indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For any serious injuries/illnesses, parents/guardians must be contacted so that professional treatment may be organised.
- All injuries or illnesses experienced by students who require first aid are recorded on the student management database (Engage), using a daybook entry category of welfare; medical.
- Copies of Asthma and Anaphylaxis Management Plans and associated medications are provided by parents/guardians/carers and are to be recorded as an alert on the Student Management Database.
- The location of all incidents resulting in serious injuries must be recorded by the staff member in attendance, to enable potentially unsafe areas or equipment to be identified within the school. Any potentially dangerous areas or equipment are to be recorded in the hazard register whether or not an injury has occurred. Hazards are captured as a non-DHHS report in ERIN. Serious accidents or injuries are to be investigated by the Principal or delegate. This may result in modifications to a work or play area.
- The Principal must ensure the Berry Street Executive Director of Statewide Services is informed of serious injuries suffered by students e.g. broken bones, sutures, ambulance required, hospitalisation etc. This notification will occur through an ERIN. The Executive Director of Statewide Services will brief the Berry Street School Committee Chair about serious injuries suffered by students and a full reports will be provided at the following School Committee Meeting.
- At the initial Student Support Group (SSG) Meetings at the time of enrolment and then at the beginning of each school year, requests for updated emergency contacts details, first aid information will be discussed including requests for any Asthma, Diabetes and Anaphylaxis management plans, high priority medical forms, and reminders to parents of the Policies and Practices used by the school to manage first aid, illnesses and medications throughout the year.
- SSG Meetings are held four times throughout the year with staff, students, parents/carers and care teams. All medical information (including plans and authority forms) are updated if required at these meetings.

## 7.5 First aid on excursions & camps

- First aid kits containing approved items are to be taken on all excursions, camps and sporting events off-site. They are required to be restocked upon return to school. All kits must include Ventolin.
- On an out of school excursion, the teacher in charge will ensure that any student with an allergy has their anaphylaxis kit collected from the staffroom.
- Refer to the *Berry Street School Excursions and Camps Policy* for further detail about supervision and student health during excursions and camps.

## 7.6 Staff Training

- All Berry Street School staff are strongly encouraged to complete and maintain up to date HLTAID0011 *Provide First Aid* and HLTAID009 *CPR* qualifications. The Basic First Aid training (HLTAID011) must be completed every 3 years, while a refresher course in CPR (HLTAID009) must be completed annually to maintain the qualifications current.
- Assistant Principals (Head of Campus) are responsible for ensuring that all staff are encouraged to maintain current qualifications, and that at least five staff members at each campus maintain current qualifications (HLTAID011; HLTAID009), including the First Aid Officer at the Campus.
- The Campus Administration Officers are responsible for sending reminders to staff whose training will expire in the next three months and for booking the training for staff.
- Staff First Aid training records are maintained and monitored by the Administration Officer at each campus using the First Aid and Anaphylaxis Training Tracker with training expiry dates of all staff documented. The School Senior Administration Officer provides oversight over the process and escalates any non-compliance at the campus-level to the Principal.
- As part of the induction process, new staff are provided with the First Aid for Students Policy and Procedure, and their training status is checked to determine if they require training.



## 8 Supporting Documents and References

### 8.1 Berry Street School documents and references

- Berry Street School Administration of Medication Policy
- Berry Street School Anaphylaxis Management Policy & Procedure
- Berry Street School Excursion and Camps Policy
- Berry Street School First Aid Kits Checklist
- Berry Street School First Aid Risk Assessment (see Appendix A)
- Berry Street School Medication Authority Form
- Emergency Management Manual (for each campus)
- Student Enrolment Form

### 8.2 Berry Street Victoria documents and references

- Berry Street Critical Incident Response Model Non-Residential Care and School Guideline.
- Berry Street Enterprise Agreement 2020
- Berry Street Staff Critical Incident Recovery Model
- Berry Street Work Health Safety Policy

### 8.3 Relevant legislation

- 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).

## 9 Version control

Version Number	2.3
Approved by:	Quality Governance Committee
Approved date:	12/04/2023
Review date:	12/04/2025
Process Owner:	Berry Street School Principal
Executive Responsible:	Executive Director Statewide Services
External publication:	Yes
Plain English version:	No
Version notes:	
Version 1.0	Document created
Version 2.0	7/7/2022 Document updated to new Berry Street framework Removed outdated references
Version 2.1	12/04/2023 Definitions added; Added a reference to the Emergency Management Manual; Added further information on staff training
Version 2.2	11/07/2023 Updated process of serious injuries to students to include reporting incidents to School Committee
Version 2.3	05/02/2024 Page 4 reference update from section 0 to section 8 Remove requirement for specifying which staff are required to have qualifications (HLTAID011; HLTAID009)
Version 2.4	29/4/2024 Appendix A First Aid Risk Assessment updated with functioning checkboxes.

If you have any queries in relation to this policy, please contact the School on 03 9429 9266.

# Appendix A: First Aid Risk Assessment

This form should be completed annually by the Assistant Principal (Head of Campus) with reference to the Berry Street School First Aid for Students Policy and Procedure. Please return the completed form to the School Principal.

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

**3. Are following minimum First Aid Room requirements available in the First Aid Room/Sick Bay?**

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

**4. Minimum First Aid Facilities**

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID0011 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
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

School Principal and/or Management OHS Nominee verifies **Name:**  
provision of the above first aid facilities:

Effective

Not effective

**Date:** / /

**Signature:**