

FIRST AID AND INFECTION CONTROL POLICY

1. Purpose:

The purpose of this procedure is to identify first aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment of injury and illness at Department of Education and Early Childhood Development (DEECD) workplaces.

2. Scope:

This procedure will apply to all DEECD workplaces including central and regional offices and schools.

3. References:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas
- WorkSafe Compliance Code – First Aid in the Workplace
- The Blue Book- Guidelines for the Control of Infectious Diseases, Department of Human Services Victoria

4. Definitions

Deputy Health and Safety Representative (DHSR): An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to occupational health and safety (OHS) in the absence of the HSR.

First aid: Emergency treatment and life support provided to employees, students, contractors and visitors who suffer injury or illness while at work or school.

Health and Safety Representative (HSR): An elected employee responsible for representing employees within a DWG on matters relating to OHS.

Infection Control: Refers to the policies and procedures used to minimise the risk of spreading infections.

Management OHS Nominee: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Workplace Manager: The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for:

- conducting a [First Aid Risk Assessment](#) to determine appropriate first aid arrangements for their workplace (where the assessment applies to schools the number of persons in the workplace must include employee and student numbers);

- allowing nominated first aid officers to attend approved training;
- having a first aid officer available:
 - At the school or workplace during normal working hours;
 - At other times when authorised DEECD programs are being conducted unless appropriate safety requirements are provided as detailed in the *School Policy and Advisory Guide*.
- providing appropriate first aid kits, supplies and equipment;
- communicating first aid procedures and the location of resources to all employees (this includes contractors);
- providing up-to-date training and information to employees on specific treatment requirements e.g. asthma management and allergic reactions (anaphylaxis);
- developing appropriate first aid action plans for students with specific conditions (e.g. epilepsy).

Employees are responsible for:

- attending training and updates on specific treatment options e.g. asthma and allergic reactions;
- knowing where 'Student Health Support Plans' are located (see *School Policy and Advisory Guide*) for specific medical conditions and affected persons;
- following Safe Work Procedures where relevant when using equipment;
- All Staff have a duty of care to students and are required to administer first aid when necessary within the limits of their skill, expertise and training. It should be noted that a teacher's duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

First Aid Officers are responsible for:

- administering the sick bay/first aid room and its contents;
- monitoring patients according to their condition;
- recording all first aid treatment – refer to section 6.1.4 of this procedure. A copy of treatment provided will be forwarded with the patient where further assistance is sought. The first aid officer should refer to DEECD's [Guidelines for Hepatitis](#) for guidance on managing the confidentiality of medical records;
- reporting any potential hazard to the appropriate Health and Safety Representative (HSR), Workplace Manager and/or Management OHS Nominee.

Affected Persons/Parents/Carers are responsible for:

- informing the school of current medical and contact details for themselves or others (e.g. students) initially and then on an ongoing basis as they change;
- assisting the Workplace Manager and/or Management OHS Nominee in consultation with their medical practitioner in developing a 'Student Health Support Plan';
- informing the Workplace Manager and/or Management OHS Nominee in writing of any prescribed medication that they need to take. Where medication is required in spontaneous situations, detailed administration instructions should be provided, e.g. asthma attacks. Refer to School Policy and Advisory Guide – Student Health.

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6. Procedure:

This procedure should be read in conjunction with the *School Policy and Advisory Guide*.

School Policy and Advisory Guide - Student Safety covers school excursions, swimming and water safety programs.

School Policy and Advisory Guide - Student Health covers duty of care, first aid training, duties and organisation, contents of the first aid cabinet/kits, students and medication, students with specific medical conditions, infectious diseases (exclusion from school), blood-borne viruses including hepatitis and HIV, skin protection and school health and dental services.

6.1 First Aid Risk Assessment

The **Workplace Manager** and/or **Management OHS Nominee** are to assess the first aid requirements of their workplace by completing a [First Aid Risk Assessment](#) in consultation with the HSR and/or first aid officer(s).

The assessment must include:

- type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions and camps, etc);
- potential injuries, illnesses and likely causes;
- size and layout of the workplace;
- number and distribution of employees, students and others including arrangements such as shift work, travel requirements, visitors;
- location of the site (i.e. proximity to medical facilities);
- previous accidents and injuries.

Outcomes of the risk assessment are to be entered on the [OHS Risk Register](#) and controls are to be implemented.

6.1.1 Automatic External Defibrillators

Automatic External Defibrillators (AED) are not normally required in first aid kits or first aid room supplies. Schools may determine that an AED be included as part of the first aid provision particularly where the [First Aid Risk Assessment](#) indicates circumstances where life-threatening injuries could result and timely access to emergency services cannot be assured. Prospective AED operators should be trained in their correct use. As a guide, refresher training is required every twelve months. AED function, batteries and pads should be checked monthly and after each use.

6.1.2 First Aid Officers Training

The **Workplace Manager** and/or **Management OHS Nominee** should ensure that **First Aid Officers** have completed a recognised First Aid Training Level 2 course which meets the requirements of *HLTFA311A – Apply First Aid*. The [First Aid Summary Sheet](#) should then be updated to include the details of the current First Aid Officer for each location; and displayed in prominent and central locations throughout the DEECD workplace or school including the OHS Notice Board.

The DEECD OHS Advisory Service can be contacted on **1300 074 715** for further information on first aid training.

Notwithstanding the duty of care of first aid officers, the treatment of illness and/or injury should be limited to those areas in which the persons have received recognised training.

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Records of first aid training are to be kept and maintained as per the requirements of the [Induction and Training Procedure](#).

6.1.3 First Aid Rooms/Sick Bays

Where schools and other DEECD workplaces have a first aid room, it should be located so as to be accessible to injured persons. It should be well-lit, ventilated and clearly identified with appropriate signage.

Workplaces without a first aid room should provide a first aid area (sick bay) for ill or injured people to rest in. These areas should meet as many as possible of the minimum requirements for first aid rooms.

The location of the first aid room should also be included on the [First Aid Summary Sheet](#).

The following items are minimum requirements when establishing a first aid room:

- resuscitation mask
- electric power points
- sharps disposal system
- container for soiled dressing
- work bench or dressing trolley
- storage cupboards
- sink (with hot and cold water)
- first aid kit appropriate for the workplace
- bed or couch
- blankets and pillows
- an upright chair
- desk and telephone
- list of emergency telephone numbers
- [First Aid Summary Sheet](#) clearly displayed
- Stretcher (If a need is identified using First Aid Risk Assessment).

6.1.4 First Aid Kits

The School Policy and Advisory Guide – Student Health and the [First Aid Kit Contents Checklist](#) outline the minimum requirements for first aid kits in the workplace. The **Workplace Manager, Management OHS Nominee** and/or **First Aid Officer** are responsible for reviewing these requirements against the outcomes of the [First Aid Risk Assessment](#)

The location, content and number of additional first aid kits will be determined having regard to:

- size and layout of the workplace premises;
- high risk areas (Technology, Home Economics, Science);
- number of campuses;
- the number of employees and students using the area;
- the nature of hazards;
- the frequency and types of accidents;
- authorised after hours programs or shift work;
- the nature and location of school excursions and camps;
- DEECD/school leased/owned vehicles.

Items that can be re-used e.g. scissors and tweezers must be decontaminated based on an assessment of what the item was used for

The **First Aid Officer** should ensure that the [First Aid Summary Sheet](#) is displayed on or in close proximity to the first aid kit.

Regular inspections of first aid facilities including a review of the first aid kits on site are to be scheduled into the [OHS Activity Calendar](#) (also see the [Workplace Inspection Procedure](#)). The **First Aid Officer** should also ensure that the first aid kit is restocked with in-date/current materials as required.

6.1.4 Recording the Administration of First Aid

When first aid has been administered to an employee the incident is to be reported onto [eduSafe](#). When first aid has been administered to a student the incident is to be reported onto CASES21. All incidents reported as a result of first aid treatment or suspected/actual infection will be investigated and controlled as per the [Hazard/Incident Reporting and Investigation Procedure](#).

6.1.5 Dispensing Medication

Unless a **First Aid Officer** has received additional or specific training, they are not to dispense medication (including paracetamol). **Employees** are responsible for carrying and dispensing their own medication (prescribed or over the counter). **Refer to: Distribution of Medication Policy**

6.2 Infection Control

Incidents that may pose a risk to employees include:

- Needle stick injury or cuts with contaminated sharp objects (bottles, glass);
- Contamination of an employee's cuts/abrasions with another person's blood and/or body fluids;
- Contamination of an employee's eyes and/or mouth with another person's blood and/or body fluids.

Adequate infection control **must** be practiced at all times when administering first aid. The following infection control procedures must **always** be adhered to:

- wash hands after direct contact with injured person;
- wear protective gloves when contacting bodily fluids, non-intact skin and mucous membranes;
- wear a mask, eye protection and a gown where there is a risk of splashing blood or other bodily fluids;
- cover cuts and abrasions;
- clean up spills of blood and other bodily fluids;
- dispose of contaminated waste through appropriate biohazard containers or suitably labelled bags (bags are to be double bagged);
- dispose of sharps in the sharps container provided (all sharps containers must be compliant with AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas).

Any occurrences or potential exposures to infection are to be recorded in [eduSafe](#). Employees who may have potentially been exposed are to be offered medical services as part of the incident reporting process (see the [Hazard/Incident Reporting and Investigation Procedure](#)). Counselling is also available through DEECD's Employee Assistance Program by calling **1800 337 068** and should be offered to affected employees.

6.2.1 Exclusion

The School is aware of and abides by the exclusion requirements during an outbreak of an infectious disease. The school exclusion table is maintained by the Department of Human Services, it outlines:

- the minimum period of exclusion from schools for infectious disease cases
- how long parents/guardians of children who are not immunised against the outbreak should keep their children at home contacts prescribed by regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6.

The DECV will;

- take all foreseeable precautions to prevent and control the transmission of infectious diseases
- prevent contact with body fluids and have procedures that:
 - protect staff and students
 - deal with inappropriate student behaviour that could result in exposure to bodily fluids including educating the student about why the behaviour is inappropriate and the potential consequences.

The overall responsibility for the prevention and control of infectious diseases:

- **belongs to** public health authorities and
- **does not belong to** the school.

The DECV will

- support the prevention and control of transmission of infectious diseases by:
 - providing prompt and consistent response to detected or suspected cases of disease
 - being vigilant to students who may have head lice or some other public health pest
- not be expected to:
 - treat students, which is the parents'/guardians' responsibility, give expert advice, which is the role of health authorities.

6.3 Hepatitis

Controls specifically related to hepatitis can be found in [Guidelines for Hepatitis](#).

6.4 Asthma

Controls specifically related asthma can be found in the *School Policy and Advisory Guide - Student Health*.

6.5 Allergic Reactions

Controls specifically related allergic reactions can be found in the Student Policy Advisory Guide and *Student Health and Wellbeing- Anaphylaxis*.

7. Related Documentation:

[First Aid Risk Assessment](#)

[Guidelines for Hepatitis](#)

[OHS Risk Register](#)

[DEE_EHU-27-3-1_First Aid Summary Sheet.doc](#) First Aid Summary Sheet

[Induction and Training Procedure](#)

[First Aid Kit Contents Checklist](#)

[OHS Activity Calendar](#)

[Workplace Inspection Procedure](#)

[Hazard/Incident Reporting and Investigation Procedure.](#)

[eduSafe](#)

EMERGENCY CONTACT INFORMATION

Emergency Contact Numbers

Police:	Northcote Police Station: 9481-1122	Fire Station:	000
Ambulance:	000	Poisons:	000

Fire Wardens

Name:	David Richardson (Ground Floor Admin)	Work location:	Administration
Name:	John Voglis (Ground floor East Wing)	Work location:	Enrolments
Name:	Ken McDougall (11-12 sub-school)	Work location:	11-12
Name:	Leisl Morrey (P-10 & East Wing Training Room)	Work location:	P-10
Name:	Theo Milligan (Computer & It area)	Work location:	IT Area
Name:	Mark Kent (1 st floor Executive and Meeting Rooms)	Work location:	Assistant Principal Office

Assembly Wardens

Name:	Fiona Webster (Chief Assembly Warden)	Work location:	Assistant Principals Office
Name:	Marie Gulati	Work location:	Administration
Name:	Polly Siamatras	Work location:	P-10
Name:	Sharon Jones	Work location:	11-12
Name:	Kathryn Allen	Work location:	Reception

Evacuation Assembly Point

Northcote Soccer Club car park, John Cain Memorial Park, Clarendon Street

Nearest Medical Centre - Fairfield Medical & Dental

Telephone: 9486 6833
Address: 130 Station Street, Fairfield

Nearest Hospital - Austin Hospital

Telephone: 9496 5000
Address: 145 Studley Road, Heidelberg

Emergency & Security Management Branch

Telephone: 9589 6266

First Aid Officers



Deanna Butler
Bursar's Office – Ext. 009



John Voglis
Enrolments – Ext. 010



Rosalie Hofman
11-12 – Ext. 145



Devika Liyanage
11-12 – Ext. 111



Trevor Molloy
11-12 – Ext. 133



Karl Blake
VCE – Ext. 173



Lee-Anne D'Agostino
VCE – Ext. 211



Belinda Saltmarsh-Kram
VCE – Ext. 118



Malcolm McIver
P-10 – Ext. 052



Leisl Morrey
P-10 – Ext. 227

FIRST AID KITS

The **Workplace Manager and/or the Management OHS Nominee** is required to determine the appropriate contents of workplace first aid kits in consultation with the Health and Safety Representative (HSR) and relevant employees, and taking into consideration the outcomes of the [First Aid Risk Assessment](#).

Standard First Aid Kit:

Item	Quantity	Type	Expiry date	Refill?
Suitable and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5 cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Disposable towels	1 packet			
Sterile non adhesive dressings	8	5 x 5 cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids - non allergic/plain	1 packet			
Single use Nitrile gloves	3 packets	As required		
Steri strips	1 packet			
Adhesive tape - non allergic/paper	1 roll	5 x 2.5cm		
Conforming bandages	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Triangular bandages	6			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Heavy elastic bandages	2	15cm		
Sun screen lotion	1 container	15 to 30+		
Ventolin puffer	1			
Spacer device for Ventolin use	1			
70% alcohol swabs	1 packet			
Written instructions on asthma management				
Eye Injury Modules	6			
Resuscitation face mask (reusable)	1			
Medicine measure	1			
Disposable cups	1 packet			
Stainless steel scissors	1	medium		
Heavy duty pair of scissors	1			
Disposable splinter probes	1 packet			

Sharps/Biohazard container for contaminated waste	as appropriate			
Disposable tweezers	1 packet			
Teaspoon	1			
Pen torch (measuring eye dilation)	1			
Gel packs (kept in refrigerator)	2			
Adhesive sanitary pads	1 packet			
Flexible "sam" splints	1 set			
Safety pins	1 packet			
Thermal blanket	1			
Blanket and sheet	1 of each			
Antiseptic hand wash/germicidal soap	1			
Box of paper tissues	1 box			
Ice cream containers or emesis bags for vomit	as appropriate			
Plastic bags for disposal of items	as appropriate			
Book to record details of first aid provided	1			
Crepe compression bandage (wide) for snake/spider bite	1			
Non stick wound dressings	4	sml		
	4	med		
	4	large		
Burns Module (non stick gel padded dressing with bandage attached)	2 modules			

Excursion First Aid Kits (Quantities to be determined by a risk assessment in consultation with the HSR and relevant employees)

Item	Quantity	Type	Expiry Date	Refill?
Suitable and current first aid manual	1			
Single use nitrile gloves				
Gauze swabs		7.5 x 7.5 cm		
Sterile saline ampoules		15ml		
		30ml		
Disposable towels				
Sterile non adhesive dressings		5 x 5 cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids - non allergic/plain				
Steri strips				
Adhesive tape - non allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		
		7.5cm		

		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		
		5cm		
		7.5cm		
		10cm		
Heavy elastic bandages		15cm		
Sun screen lotion		15 to 30+		
Ventolin puffer				
Spacer device for ventolin use				
70% alcohol swabs				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure				
Disposable cups				
Stainless steel scissors		medium		
Heavy duty pair of scissors				
Disposable splinter probes				
Sharps container for waste				
Disposable tweezers				
Teaspoon	1			
Pen torch (measure eye dilation)				
Chemical cold packs (no refrigeration require)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Blanket and sheet				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Ice cream containers or emesis bags for vomit				
Plastic bags for disposal of items				
Book to record details of first aid provided				
Crepe compression bandage (wide) for snake/spider bite				
Non stick wound dressings (padded dressing with bandage attached)		Small		
		Medium		
		Large		
Eye wash bottle (science areas). The need for an eye wash stations is to be determined by the MSDS for chemicals in the workplace.				
Resuscitation masks (disposable)	2			

Blood Spill Kit

Items	Quantity	Type	Expiry Date	Refill?
Single use nitrile gloves	1 packet			
Waterproof dressings	1 packet			
Paper towels	1 packet			
Single use plastic bags	As appropriate			
Detergent				