 Department of Education and Early Childhood Development		Procedure No. DEE EHU-27-1-3
Title: First Aid & Infection Control Procedure		Authorised By: Manager EHU
Issue Date: July 2011	Review Date: July 2013	Page Number: 1 of 6

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*
- 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 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 designated work group (DWG) on matters relating to occupational health and safety.

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 or Management OHS Nominee** is 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; and

		Procedure No. DEE EHU-27-1-3
Title: First Aid & Infection Control Procedure		Authorised By: Manager EHU
Issue Date: July 2011	Review Date: July 2013	Page Number: 2 of 6

- 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); and
- 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 the location of 'Student Health Support Plans' (see **School Policy and Advisory Guide**) for specific medical conditions and affected persons;
- Following 'action plans' when necessary and use required equipment in a safe manner; and
- Teachers only: owe 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 preserving the confidentiality of medical records; and
- Reporting any considered 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 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 'action plans'; and
- 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**.

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

 Department of Education and Early Childhood Development		Procedure No. DEE EHU-27-1-3
Title: First Aid & Infection Control Procedure		Authorised By: Manager EHU
Issue Date: July 2011	Review Date: July 2013	Page Number: 3 of 6

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** is 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 have regard to:

- Type of work performed and the nature of the hazards (i.e. 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 and others including arrangements such as shift work, travel requirements, visitors;
- Location of the site (i.e. proximity to medical facilities); and
- 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 First Aid Officers Training

The **Workplace Manager and/or Management OHS Nominee** should make sure that **First Aid Officers** have completed required First Aid Training. The **First Aid Summary Sheet** should then be updated to include the details of the current First Aid Officer for each location. The **First Aid Summary Sheet** should then be displayed in prominent and central locations throughout the DEECD workplace or school.

Workplace Manager and/or Management OHS Nominee should contact their Regional OHS/WorkSafe Advisor for 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.


Records of first aid training are to be kept and maintained as per the requirements of the **Induction and Training Procedure**.

6.1.2 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**.

		Procedure No. DEE EHU-27-1-3
		Authorised By: Manager EHU
Title: First Aid & Infection Control Procedure		
Issue Date: July 2011	Review Date: July 2013	Page Number: 4 of 6

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

- Resuscitation mask
- Electric power points
- A sharps disposal system
- A container for solid dressing
- Work bench or dressing trolley
- Storage cupboards
- Sink and wash basin
- A first aid kit appropriate for the workplace
- A bed or couch
- Blankets and pillows
- An upright chair
- A desk and telephone
- A list of emergency telephone numbers
- **First Aid Summary Sheet** clearly displayed
- A stretcher.

6.1.3 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** is 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: and
- DEECD/school leased/owned vehicles.

Items that can be re-used i.e. scissors and tweezers must be decontaminated based on an assessment of the use the item was put to (e.g. alcohol swab for biological contamination).


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

		Procedure No. DEE EHU-27-1-3
Title: First Aid & Infection Control Procedure		Authorised By: Manager EHU
Issue Date: July 2011	Review Date: July 2013	Page Number: 5 of 6

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).

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; and
- 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; and
- 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 potentially may have been exposed are to be offered medical services as part of the incident reporting process (see the **Hazard and Incident Reporting Procedure**). Counselling is also available through DEECD's Employee Assistance Program by calling **1800 337 068** and should be offered to affected employees.

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 **School Policy and Advisory Guide - Student Health** and at the following link
<http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm>.


7. Related Documentation:

First Aid Risk Assessment

Guidelines for Hepatitis

School Policy and Advisory Guide - Student Health

OHS Risk Register

 Department of Education and Early Childhood Development		Procedure No. DEE EHU-27-1-3 Authorised By: Manager EHU
Title: First Aid & Infection Control Procedure		
Issue Date: July 2011	Review Date: July 2013	Page Number: 6 of 6

[First Aid Summary Sheet](#)
[Induction and Training Procedure](#)
[First Aid Kit Contents Checklist](#)
[OHS Activities Calendar](#)
[Workplace Inspection Procedure](#)
[Hazard and Incident Reporting Procedure](#)
[eduSafe](#)
[CASES21](#)

8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	All	Two yearly review as per OHSMS requirements.	April 2011	Employee Health Unit
3	All	Replaced reference to VGSRG with School Policy and Advisory Guide. Updated wording in regards to re-usable first aid items.	July 2011	Employee Health Unit