

First Aid Policy and Procedure

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Responsible person	Principal	Scheduled review date	March 2027

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1 Organisational Statement

- 1.1 Mastery Schools Australia (the **School** or **MSA**) is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the *Work Health and Safety Act 2011*.
- 1.2 Whilst the School is committed to ensuring that every care is taken to prevent accidents, in the event a staff member, student, child or visitor to the School has an accident or becomes ill, every attempt will be made to ensure the sound first aid management of that person or persons to prevent an exacerbation of the situation and to secure any necessary medical treatment.

2 Scope

- 2.1 This policy applies to employees, contractors and volunteers in relation to the New South Wales operations and it is the responsibility of all employees, contractors and volunteers working for or at a New South Wales school to understand and comply with this policy.
- 2.2 For details as to how the School manages existing medical conditions (such as medication to be taken daily by students or asthma), refer to the Distributing Medicine and Medical Management Policy. For anaphylaxis, refer to the Anaphylaxis Management Policy.

3 Purpose

- 3.1 The purpose of this policy is to identify all potential accidents that may occur and ensure processes are in place to bring about rapid and effective first aid management. The plan provides a structured approach to personnel and establishes first aid management structures to assist in preparing for future incidents.
- 3.2 This First Aid Policy and Procedure covers:
 - (a) requirements for site based first aid procedures;
 - (b) arrangements for ill students;
 - (c) OHS Committee.
 - (d) education and training of staff in First Aid;
 - (e) record management regarding first aid;
 - (f) specific procedures for first aid instances; and
 - (g) communication with employees, students and families when applicable.
- 3.3 For clarity, “incident”, “accident” or event that leads to first aid is distinct from a child safety incident. There are occasions where the same incident may require both this policy and the child protection framework to be applied because an incident lead to child safety impacts and an injury.

4 Related Documents

- (a) Distributing Medicine and Medical Management Policy and Procedure
- (b) First Aid Kit Content Checklist
- (c) Individual Health Support Plan and Consent Form (individual per student) (located at the end of the Distributing Medicine and Medical Management Policy and Procedure)
- (d) Incident Report Form
- (e) Incidents Register (end of this policy)
- (f) Anaphylaxis Management Policy
- (g) Register of staff trained in first aid (end of this policy)

5 References

- (a) Work Health and Safety Act 2011
- (b) Work Health and Safety Regulation 2017
- (c) Health Records and Information Privacy Act 2002

6 Responsibilities

- 6.1 The School Board and Executive team is responsible for ensuring any premises controlled by MSA are safe and without risk to health and safety so far as is reasonably practicable, and providing information, training and supervision to ensure health and safety in the school environment.
- 6.2 The Principal is responsible for overseeing the identification of risks and implementation of risk controls and risk treatments to reduce reasonably foreseeable risks of harm, reporting risks and hazards to the School Board, and supporting staff to implement this policy.
- 6.3 Staff are responsible for taking reasonable care for their own health and safety, and for the health and safety of colleagues, students and visitors of the School, cooperating with the School regarding health and safety risks, and reporting in line with School policies.
- 6.4 The First Aid Officer is responsible for:
 - (a) understanding and implementing this policy;
 - (b) ensuring medications are stored only in lockable storage and are locked when medication is not being accessed;
 - (c) keeping a register of administration of medication plans;
 - (d) ensuring First Aid Kits are kept stocked and in date; and
 - (e) maintaining a register of staff trained in first aid.

7 Managing Incidents

- 7.1 In an emergency, dial 000 and contact the First Aid Officer.
- 7.2 All staff members have a duty of care to students, other staff members and third parties to provide or obtain assistance when required to the level of their competence.
- 7.3 When providing first aid, School staff must consider any additional needs or vulnerabilities, such as those from non-English speaking backgrounds and/or those with disabilities, so that first aid is inclusive and accessible. This includes the First Aid Officer ensuring facilities and services information is in a form easily understood by all e.g. signage, posters.

8 Communication of key information

- 8.1 The location of first aid kits and names of First Aid Officers is clearly and prominently displayed throughout both sites and on the doors of the first aid rooms. The first aid room is located next to reception as identified on the site plans. The first aid room is equipped to manage unwell students, with the provision of a space to rest/lay down.
- 8.2 All key staff members will have First Aid Officers' mobile numbers in their phone or be able to source the number immediately.
- 8.3 The School encourages voluntary disclosure by employees and students of foreseeable first aid risks; e.g., epilepsy, asthma, allergies, diabetes, heart conditions upon enrolment or employment.
- 8.4 It is the responsibility of the student/ parent/guardian/caregiver to provide the School with adequate information regarding the details of a student's medical condition which may require specific action and or treatment under emergency conditions. Where such a medical condition exists, collaborative discussion needs to take place between MSA staff, student and parent/guardian/caregiver to develop a Medical Management Plan.
- 8.5 Parents/guardians of students disclosing medically diagnosed anaphylaxis must complete an Individual Anaphylaxis Management Plan in collaboration with their doctor prior to the student's commencement.
- 8.6 Parents/guardians of those students who disclose a serious condition such as diabetes, epilepsy, asthma or an allergy must also provide their management plan to the School.
- 8.7 On becoming aware of an incident requiring first aid the First Aid Officer will take the following actions:
 - (a) administer first aid as required;
 - (b) complete an *Incident Report Form*;

- (c) advise parents if patient under 18 years of age; and
 - (d) if an unwell person is not able to get home safely due to illness, staff are to call parent/guardian or emergency contacts to pick up the ill person.
- 8.8 All contact information for staff, parents/guardians of students, and families of staff members will be kept on compass (parents/guardians of students) and SharePoint (staff).

9 First Aid Officers

- 9.1 The Senior Campus Administration Officer will be the First Aid Officer.
- 9.2 The Senior Campus Administration Officer maintains a registry of all staff with first aid training, listing first aid qualifications and renewal date (end of this policy).
- 9.3 Lists of first aid officers and contact details will be clearly displayed:
- (a) by fixed telephones (on phone lists);
 - (b) on emergency procedure notices.
 - (c) on First Aid kits; and
 - (d) on safety noticeboards.
- 9.4 First Aid Officers must:
- (a) have a current First Aid Certificate and CPR Certificate;
 - (b) ensure First Aid Kits are fully stocked at all times; and
 - (c) attend any First Aid incidents and administer First Aid as required.

10 First Aid Kits

- 10.1 A list of first aid officers, first aid kits and their location will be made available to all staff and students as part of the induction process and upon changes to first aid staff or location of first aid kits.
- 10.2 The first aid kits will:
- (a) be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency;
 - (b) have their location/s identified with a suitable sign;
 - (c) have the name of the person responsible for the kit/s clearly displayed;
 - (d) be available for all groups that leave the school on excursions;
 - (e) not be locked; and
 - (f) include:
 - A current first aid manual;
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- Emergency number of first aider/s and emergency services;
 - A First Aid Kit Content Checklist which will be checked and replenished after each use and at the end of each term;
 - Basic first aid notes;
 - Disposable gloves;
 - Resuscitation mask;
 - Individually wrapped sterile adhesive dressings;
 - Sterile eye pads (packet);
 - Sterile coverings for serious wounds;
 - Triangular bandages;
 - Safety pins;
 - Small sterile un-medicated wound dressings;
 - Medium sterile un-medicated wound dressings;
 - Non-allergic tape;
 - Rubber thread or crepe bandage;
 - Scissors;
 - Tweezers;
 - Suitable book for recording details of first aid provided;
 - Sterile saline solution;
 - Plastic bags for disposal; and
 - Additional first aid kit modules (eye, burn modules, etc) as required where particular hazards exist (e.g. science labs, technical studies). OHS Committee to assess where these are required.
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10.3 First Aid Officers are responsible for ensuring:

- (a) the First Aid Kits include all required supplies:
 - (i) after a kit is used;
 - (ii) prior to taking a kit on a trip or excursion; and
 - (iii) at least each term; and
- (b) medical devices or items are disposed of if the expiry or use by date has passed.

11 Emergency response

11.1 In a medical emergency, call 000 and staff to follow directions of emergency services.

11.2 In emergency situations including those arising from asthma, epilepsy, diabetes and serious allergic reaction, a staff member will:

- (a) take all reasonable steps to mitigate any risks of harm to students in line with the duty of care;
- (b) refer to the students' medical management plan;
- (c) provide first aid;
- (d) contact the First Aid Officer;
- (e) follow the below procedure relevant to an accident as applicable;
- (f) contact the parents/guardians listed in Compass;
- (g) log the incident on the *Accidents and Incidents Register* (located at the end of this Policy); and
- (h) refer to the Emergency Management Plan.

12 Procedure in the event of an accident

Principal's Obligations

12.1 If a student is sick or injured, the Principal must be notified. Unwell or injured students may be required to leave the classroom and wait in the first aid room where they must be supervised by a Support Worker. The classroom teacher or teacher on duty must ensure supervision is in place.

12.2 The Principal is responsible for:

- (a) assisting first aid officers, teachers, wellbeing staff and staff to support student health and wellbeing.
- (b) ensuring all students requiring support have a student health & wellbeing plan and the appropriate first aid response noted in the plan;
- (c) ensuring processes are followed so student's emergency contact details are up to date;
- (d) ensuring all medications that may be held for a student's medical needs are within their use-by-date; and
- (e) working with staff to conduct regular reviews of care strategies and risk assessment processes and develop new care strategies to raise awareness in the school community about health and safety issues to strengthen the care response provided.

The First Aid Officer

12.3 The First Aid Officer will take charge by:

- (a) ensuring the area is clear of hazards that could cause anyone else further injury or illness;
- (b) assessing the situation (is the person conscious, bleeding, etc); does emergency services need to be called?

- (c) contacting reception and give full details where the incident has occurred and the state of the injured person;
 - (d) administering first aid as trained and as necessary;
 - (e) liaising with paramedics if applicable and then stepping aside or otherwise acting as directed by any paramedic; and
 - (f) completing an *Incident Report Form* and ensuring they are named as a witness if further information is required.
- 12.4 If completing the *Incident Report Form* on behalf of an injured person, the First Aid Officer must complete the form using the injured person's words only to avoid a conflict if further medical attention is required or if a WorkCover claim is lodged. All completed *Incident Report Forms* are to be emailed to the Principal and Assistant Principal and a copy saved on the student profile on Compass.

The Administration Officer

- 12.5 The Administration Officer will:
- (a) contact First Aid Officer or request assistance from another person to find the first aider. Call an ambulance if appropriate. Contact and advise Management and/or Wellbeing staff as appropriate who will then, in turn, contact the student's parent/guardian or care-giver;
 - (b) if an ambulance is called by the First Aid Officer, ensure someone is out the front of your site to show them directly to the injured person;
 - (c) not move the person until the First Aid Officer or ambulance paramedic arrives, unless there is direct danger e.g. fire;
 - (d) once the First Aid Officer or ambulance paramedics arrive, step aside and allow them to render their assistance;
 - (e) stay at the scene to assist the First Aid Officer or ambulance paramedics with information they may require about the person; and
 - (f) await further instructions from the First Aid Officer or Manager.

13 Arrangements for Ill and unwell Students

- 13.1 When Students or employees become ill at School and the illness is not an emergency, they will be provided with appropriate first aid treatment by the First Aid Officer or any first aid trained staff member. Their parent or emergency contact will then be contacted and it may be necessary to arrange for the patient to be collected. An *Incident Report Form* must be completed.
- 13.2 In extreme and/or emergency circumstances, a staff member of the School may call an ambulance. Emergency first aid may be administered by the First Aid Officer or registered teachers or other staff who have completed first aid training. If a student requires transport by an ambulance to hospital, the Principal will decide on a case-by-case basis whether a staff member is

required to accompany the student. A parent, guardian or caregiver will always be first preference, however, in some circumstances, a staff member may travel with the student. An *Incident Report Form* must be completed.

- 13.3 For any student who self harms, they will be supported by the First Aid Officer and the CSO for wellbeing support. The School will immediately call their parents and make referrals, as determined in consultation with the parents. The Critical Incidents Policy and Child Safety and Wellbeing Policy will also apply.
- 13.4 The First Aid Office located behind reception is a private area for students and staff to rest comfortably if they are injured or become unwell at school. Students are supervised in this area to continue to discharge the duty of care.

14 Infection Control

- 14.1 Incidents that may pose an infection risk include:
- (a) needle stick injury or cuts with contaminated sharp objects (bottles, glass, etc);
 - (b) contamination of cuts/abrasions with another person's blood and/or body fluids; and
 - (c) contamination of eyes and/or mouth with another person's blood and/or body fluids.
- 14.2 Adequate infection control must be practiced at all times when administering first aid. The following infection control procedures must always be adhered to:
- (a) wash hands after direct contact with injured person with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel;
 - (b) wear protective gloves when contacting bodily fluids, non-intact skin and mucous membranes;
 - (c) wear a mask, eye protection and a gown where there is a risk of splashing blood or other bodily fluids;
 - (d) cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
 - (e) clean up spills of blood and other bodily fluids;
 - (f) remove any broken glass or sharp material with forceps or tongs and place in sharps container;
 - (g) dispose of contaminated waste through appropriate biohazard containers; and
 - (h) 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).

15 Register of Incidents

- 15.1 First Aid Officers must record all first aid treatments that have been administered using the *Incident Report Form* which will include:
- (a) the date and time of the incident;
 - (b) a description of the incident and/or symptoms;
 - (c) signs observed by the first aid attendant;
 - (d) treatment given; and
 - (e) whether the person returned to work/class, went home, or was transferred to a doctor or hospital.
- 15.2 The completed *Incident Report Form* will be filed with the Senior Campus Administration Officer who will log the incident on the *Accidents and Incidents Register* (located at the end of this Policy).

16 Distributing medicine or administering medication

- 16.1 The School will not provide medication of any sort (including over the counter medications such as Panadol) unless authorised within individual students' Medical Administration Form (which is signed off by their parent and for prescription medication also a medical professional).
- 16.2 Where a student has an Anaphylaxis or Medical Management Plan, First Aid staff will assist students with administering medication when necessary. Refer to the Distributing Medicine and Medical Management Policy.

17 Training and information

- 17.1 All First Aid Officers participate in recognised [first aid \(HLTAID011\)](#) and [CPR training \(HLTAID009\)](#). The School will pay for this training.
- 17.2 This *First Aid Policy* is available to all staff on the school intranet. Staff must familiarise themselves with this Policy and the location of First Aid contact lists and kits each year.

18 Privacy of health information

- 18.1 Health information that the School collects is used to meet obligations to maintain a safe environment and take steps to ensure the ongoing health and safety of all persons associated with the School.

19 Continuous improvement

- 19.1 To ensure the ongoing effectiveness of the procedures the School will undertake the following:
- (a) review and monitor this policy annually;

- (b) discuss OHS at staff meetings;
- (c) records, equipment maintenance, are maintained; and

20 Breach of Policy

20.1 Breaches of this Policy:

- (a) are not acceptable by any employee;
- (b) will be responded to promptly; and
- (c) may result in disciplinary action being taken.

21 Review

This policy is reviewed annually as detailed in the policy review schedule. The next review date is March 2026.

22 Communication

This policy is made available to administration and first aid staff in the onboarding and induction period. It is also readily available on the school's SharePoint site.



23 Appendix 1 - Register of staff trained in first aid & Anaphylaxis

Process to ensure the register is current:

- 1 The First Aid Officer is responsible for managing this register and ensuring it is current.
- 2 When staff complete first aid training, they must provide the course certificate to the Senior Campus Administration Officer and the First Aid Officer so the school has a record of the course completion, and the register can be updated.

Staff name	Position title	Name of course	Course completion	Expiry date
TBA	Teacher - Juniors	First Aid & Anaphylaxis	TBA	TBA
TBA	Teacher - Middles	First Aid & Anaphylaxis	TBA	TBA
TBA	Teacher - Seniors	First Aid & Anaphylaxis	TBA	TBA
TBA	Administration	First Aid & Anaphylaxis	TBA	TBA
TBA	Principal	First Aid & Anaphylaxis	TBA	TBA



24 Appendix 2 - Accident and incident register

When completing an entry in this Register:

- Include as many factual details as possible;
- Avoid descriptive words that make judgements or convey opinions;
- Record observed facts instead of opinions.

The duty of care does not end with completing an entry on this Register. Remember to take additional steps to care for the injured student, such as:

- Confer with the CSO;
- Implement a safety plan;
- Consider risk mitigations or risk treatments the school could implement on a broader scale and raise these with your manager or the relevant staff member.

Student name	Description of the accident and/or incident (incl date, time, location)	Action (including when)	Taken by who,	Register entry completed by	Name of witnesses	Follow up with student	Notification of parent/guardian (who, when)