

First Aid Policy and Procedure

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1 Organisational Statement

- 1.1 Mastery Schools Australia (MSA or the School) is committed to safeguarding the health, safety, and wellbeing of all students, staff, contractors, volunteers, and visitors by providing effective, timely, and compliant first aid management across all school environments.
- 1.2 The School upholds its obligations under the *Work Health and Safety Act 2012 (Tas)* and aligns with the *First Aid in the Workplace Code of Practice* by ensuring that each campus, and all off-site activities, are supported by trained first aid personnel, well-maintained first aid equipment, and clearly documented procedures.
- 1.3 This commitment reflects MSA's broader duty of care to provide a safe and responsive environment that supports the needs of its school community in the event of illness, injury, or medical emergency.

2 Scope

This Policy applies to all staff, contractors, volunteers, and parents/carers involved in MSA's Tasmanian operations. It is the responsibility of every individual working for or with the School to understand and comply with the first aid procedures and expectations outlined in this Policy.

3 Purpose

3.1 The purpose of this Policy is to provide clear and consistent guidelines for delivering first aid to students, staff, or visitors who require medical attention while on school premises or participating in school-related activities within MSA schools operating in Tasmania.

3.2 This Policy sets out the School's expectations for maintaining adequate first aid coverage, responding to medical incidents, ensuring staff are appropriately trained and certified, and complying with all relevant legal and duty of care requirements. It supports a proactive, well-prepared approach to health and safety management across all learning environments.

4 Related Documents

- (a) Anaphylaxis and Asthma Management Policy and Procedures
- (b) Medication Administration Policy and Procedures
- (c) Child Safety and Wellbeing Policy
- (d) Staff Code of Conduct
- (e) Privacy Policy

5 References

- (a) Work Health and Safety Act 2012 (Tas)
- (b) First Aid in the Workplace Code of Practice (Safe Work Australia)
- (c) Child and Youth Safe Organisations Act 2023 (Tas)
- (d) Education Act 2016 (Tas)
- (e) NGSRB Standards: Student Welfare (Standard 5); Safe Environment (Standard 6)

6 Roles and Responsibilities

6.1 Principals

- (a) Overseeing the identification of reasonably foreseeable risks of harm;
- (b) Implementing appropriate risk controls and treatments;
- (c) Reporting significant risks and hazards to the School Board; and
- (d) Supporting staff to understand and implement this policy effectively.

6.2 First Aid Officers

- (a) Hold valid certification in HLTAID011 – Provide First Aid and HLTAID009 – Provide CPR.
- (b) Understanding and implementing this policy;
- (c) Record all treatment on the Students Compass, or, depending on the severity, the incident register and notify leadership of any significant incidents.
- (d) Ensure first aid kits are stocked, in-date, and accessible.
- (e) Ensuring medications are stored only in lockable storage and are locked when medication is not being accessed;
- (f) Keeping a register of administration of medication plans; and
- (g) Maintaining a register of staff trained in first aid.

6.3 All Staff

- (a) Refer to students' medical management or health care plans where applicable;
- (b) Taking reasonable care for their own health and safety;
- (c) Taking reasonable care for the health and safety of others in the School environment;
- (d) Cooperating with the school regarding health and safety requirements and risk management; and
- (e) Reporting hazards, incidents, and risks in accordance with School policies and procedures.

6.4 Operations

- (a) Ensures first aid resources (kits, signage, spaces) are adequate and maintained.
- (b) Coordinates training (e.g. HLTAID011, HLTAID009) and ensures CPR refresher training is completed annually.

7 First Aid Responders and Ratios

7.1 The School ensures that qualified first aid responders are present on-site at all times in accordance with the *First Aid in the Workplace Code of Practice* and the *Work Health and Safety Act 2012 (Tas)*.

7.2 The School applies the following minimum ratios:

- (a) **Low-risk environments** (e.g. classrooms, admin): 1 First Aid Officer per 50 people
- (b) **Higher-risk environments** (e.g. PE, excursions, science labs): 1 First Aid Officer per 25 people

- (c) **Off-site activities** (e.g. excursions, camps): At least one First Aid Officer per group

7.3 First Aid Training Requirements

- (a) Mastery Schools Australia is committed to ensuring that the number of trained First Aid Officers always meets or exceeds the minimum staff-to-student ratios, as recommended by Safe Work Australia and outlined in the First Aid in the Workplace Code of Practice.
- (b) All designated First Aid Officers must hold:
 - (i) **HLTAID011 – Provide First Aid** (valid for three years); and
 - (ii) **HLTAID009 – Provide CPR**, which must be refreshed annually.
- (c) In addition, at least one staff member attending any excursion, camp, or off-site activity must be trained in recognising and responding to anaphylaxis, including the administration of adrenaline autoinjectors (e.g. EpiPen). This training must comply with the Australian Society of Clinical Immunology and Allergy (ASCIA) guidelines.
- (d) Training is organised and coordinated by the HR and Operations team. Records of all qualifications and renewal dates are maintained in the Staff Register and reviewed regularly to ensure all training remains current and compliant.

8 Managing Incidents

- 8.1 In the event of a medical emergency, staff must immediately dial 000 and contact the First Aid Officer.
- 8.2 All staff have a duty of care to students, colleagues, and others within the school environment to provide or seek assistance when required, in accordance with their level of training and competence.
- 8.3 When administering first aid, staff must take into account any additional needs or vulnerabilities, including:
 - (a) Students from non-English speaking backgrounds; and
 - (b) Students or individuals with disabilities.
- 8.4 The First Aid Officer is responsible for ensuring that first aid services and facilities are inclusive and accessible, including the provision of information (e.g. signage and posters) in formats that can be easily understood by all students and staff.

8.5 First Aid Kits

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.

8.6 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:
 - (i) A current first aid manual;
 - (ii) Emergency number of first aider/s and emergency services;
 - (iii) A First Aid Kit Content Checklist which will be checked and replenished after each use and at the end of each term;
 - (iv) Basic first aid notes;
 - (v) Disposable gloves;
 - (vi) Resuscitation mask;
 - (vii) Individually wrapped sterile adhesive dressings;
 - (viii) Sterile eye pads (packet);
 - (ix) Sterile coverings for serious wounds;
 - (x) Triangular bandages;
 - (xi) Safety pins;
 - (xii) Small sterile un-medicated wound dressings;
 - (xiii) Medium sterile un-medicated wound dressings;
 - (xiv) Non-allergic tape;
 - (xv) Rubber thread or crepe bandage;
 - (xvi) Scissors;
 - (xvii) Tweezers;
 - (xviii) Suitable book for recording details of first aid provided;
 - (xix) Sterile saline solution;
 - (xx) Plastic bags for disposal; and
 - (xxi) 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.

8.7 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.

8.8 Emergency response

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

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) contact the First Aid Officer;
- (c) refer to the students' medical management plan;
- (d) provide first aid;
- (e) follow the below procedure relevant to an incident as applicable;
- (f) contact the parents/guardians listed in Compass;
- (g) log the incident on the Incidents Register (located at the end of this Policy); and
- (h) refer to the Emergency Management Plan.

9 Procedure in the Event of an Incident

9.1 Principal's Obligations

If a student is injured in the event of an incident, 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 Staff member. The classroom teacher or teacher on duty must ensure supervision is in place.

9.2 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.

9.3 The First Aid Officer

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.

- 9.4 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.

9.5 The Administration Officer

The Administration Officer will:

- (a) contact First Aid Officer or request assistance from another person to find the First Aid Officer. 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 Principal.

9.6 Ill or Injured Students

When a student becomes unwell or is injured at school:

- (a) They are referred to the First Aid Officer or another staff member with up-to-date first aid training for assessment and treatment.
- (b) Appropriate first aid is administered in line with the staff member's training and the school's procedures.

9.7 Non-Emergency Illness or Injury

- (a) The student is made comfortable and supervised in the First Aid Room if required.
- (b) Parents/guardians are contacted to collect the student if they are too unwell to remain at school.

9.8 Emergency Situations

- (a) In life-threatening or urgent circumstances, emergency services (000) are contacted immediately.
- (b) The student receives emergency first aid while awaiting assistance.
- (c) Parents/guardians are notified as soon as possible.
- (d) The Principal will decide, on a case-by-case basis, whether a staff member should accompany the student in the ambulance if a parent is not available.
- (e) A Incident Report is completed in line with the Emergency Management Plan.

9.9 Head Injuries, Cardiac Concerns, and Breathing Difficulties

- (a) Parents/guardians are contacted for all head injuries, breathing difficulties, and heart-related concerns, even if they appear minor.
- (b) These incidents are documented and escalated if symptoms worsen.

9.10 Self-Harm or Mental Health Concerns

- (a) Students are supported by the First Aid Officer and referred to a Child Safety Officer (CSO) or other relevant wellbeing staff.
- (b) Parents/guardians are contacted immediately, and external support services may be engaged as appropriate.
- (c) The Child Safety and Wellbeing Policy and Critical Incidents Policy also apply.

9.11 Infection Control and Hygiene Procedures

All staff must follow infection control procedures when providing first aid, in accordance with standard precautions and WHS responsibilities. All incidents involving bodily fluids must be managed using protective equipment and appropriate disposal methods.

- 9.12 Situations that may present an infection risk include:
- (a) Needle-stick injuries or cuts with contaminated sharp objects (e.g. bottles, glass)
 - (b) Contact between open wounds/abrasions and another person's blood or body fluids
 - (c) Blood or bodily fluids entering the eyes, mouth, or mucous membranes
- 9.13 To reduce infection risks, staff must:
- (a) **Wash hands thoroughly** with warm soapy water before and after providing care
 - (b) **Use alcohol-based hand sanitiser** after removing gloves
 - (c) **Wear disposable gloves** when contacting bodily fluids, non-intact skin, or mucous membranes
 - (d) **Wear a mask, eye protection, and Protective clothing** where there is a risk of splashing or exposure.
 - (e) **Cover personal cuts and abrasions** with waterproof dressings
 - (f) Clean spills of blood or bodily fluids promptly with approved disinfectant
 - (g) **Remove sharp materials (e.g. broken glass)** using tongs or forceps and dispose in an approved sharps container
 - (h) **Dispose of contaminated waste** in biohazard bags/containers, not regular bins
 - (i) **Dispose of all sharps in a sharps** container compliant with AS 4031 – Non-reusable containers for the collection of sharp medical items used in healthcare areas
- 9.14 All infection control supplies, including gloves, sharps containers, and cleaning kits, are maintained by the School and included in all First Aid Kits and available in the First Aid Room. Staff must notify the First Aid Officer if supplies are low or used.

10 Incident Reporting and Register

- 10.1 All first aid treatments administered for significant injuries must be recorded using the Incident Report Form, including:
- (a) Date and time of the incident
 - (b) Description of the incident and/or symptoms
 - (c) Observations made by the first aid attendant
 - (d) Treatment provided
 - (e) Outcome (e.g. returned to class, sent home, referred to medical care)

- 10.2 Completed forms must be submitted to the Senior Campus Administration Officer, who will log the incident in the Incidents Register.

10.3 Medication Distribution

- (a) The School does not administer any medication (including over-the-counter products such as paracetamol) unless authorised in the student's Medication Consent Form, signed by a parent/guardian and medical practitioner (for prescription medications).
- (b) Students with Anaphylaxis Action Plans or Medical Management Plans may require emergency medication. In such cases, First Aid Officers will administer medication in accordance with the student's documented plan and training requirements.
- (c) For detailed procedures, refer to the Medication Administration Policy and Procedures.

10.4 Privacy of Health Information

- (a) Mastery Schools Australia is bound by the Privacy Act 1988 (Cth) and its obligations under the Australian Privacy Principles (APPs).
- (b) Health and personal information collected during the provision of first aid is used to support the health and safety of students, staff, and visitors.
- (c) All health records must be:
 - (i) Accurate, up to date, and relevant
 - (ii) Stored securely
 - (iii) Accessed only by authorised staff
- (d) For more information, refer to the School's Privacy Policy.

11 Documentation and Record Keeping

11.1 Mastery Schools Australia maintains the following records:

- (a) First Aid Trained Person Register – recording the names, roles, and qualifications of First Aid Officers, including training completion and expiry dates.
- (b) Incident Reports – for significant injuries or when emergency services are contacted, in line with the School's reporting procedures.
- (c) First Aid Kit Checklists – maintained termly and following any use, to ensure all items are stocked and in-date.

12 Breach of Policy

12.1 Breaches of this Policy:

- (a) are not acceptable by any employee; and

(b) will be responded to promptly.

13 Review

This policy is reviewed periodically as detailed in the policy review schedule. The next review date is April 2027

14 Communication

This policy is made available to all via the school's website and SharePoint site. This policy is made available to all staff during the onboarding and induction period.