



First Aid Procedure

1 Policy Statement

Cabra Dominican College has adopted the SACCS Procedure in its entirety.

2 Revision Record

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Procedure



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SOUTH AUSTRALIAN COMMISSION FOR CATHOLIC SCHOOLS
PO BOX 179 TORRENSVILLE PLAZA SOUTH AUSTRALIA 5031
TELEPHONE: (08) 8301 6600 FACSIMILE: (08) 8301 6611

www.cesa.catholic.edu.au March 2023

1 Purpose

This procedure outlines the position of the South Australian Commission for Catholic Schools (SACCS) regarding the provision of first aid services. SACCS is committed to ensuring the health and safety of staff, students, visitors, volunteers, and contractors.

2 Scope of Procedure

This procedure applies to staff, students, visitors, volunteers, and contractors across all Catholic Education South Australia (CESA) workplaces.

3 Definitions

Workplace means an area or place where a worker performs their duties on behalf of their employer.

Low Risk Workplace – A workplace where workers are less likely to be exposed to hazards that could result in serious injury or illness. For example, offices, shops and libraries. Work-related injuries and illnesses requiring first aid are likely to be minor in nature.

High Risk Workplace - A workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which workers:

- use hazardous machinery, for example mobile plant, chainsaws, power presses and lathes
- use hazardous substances, for example chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing
- are at risk of falls that could result in serious injury, for example construction and stevedoring carry out hazardous forms of work, for example, working in confined spaces, welding, demolition, electrical work, and abrasive blasting
- are exposed to the risk of physical violence, for example working alone at night, cash handling or having customers who are frequently physically aggressive, or
- work in or around extreme heat or cold, (e.g., foundries and prolonged outdoor work in extreme temperatures).

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4.1 Underlying Principles

The First Aid Procedure of the South Australian Commission for Catholic Schools should be read in conjunction with the Catholic Safety Health and Welfare SA (CSH&WSA) **First Aid Procedure 11** and requires Catholic schools and Catholic Education Offices to:

- fulfil their duty of care in the provision of an adequate first aid service
- allocate appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of an injury/illness
- require all staff employed in Catholic schools to be prepared to provide immediate and at least basic first aid
- ensure all staff employed in Catholic schools hold current nationally recognised Statement/s of Attainment issued by an accepted Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency applicable to their role

- where possible, designate first aid officers from diverse backgrounds and roles
- apply risk management principles to identify any gaps in first aid provisions
- respond promptly to those people that are injured or require first aid
- ensure that staff, students, visitors, volunteers, and contractors are aware of how and where to obtain first aid assistance
- promote that in the event of an emergency **anyone** may call an ambulance by dialling 000 if they deem it necessary in the event of a medical emergency
- effectively record incidents on injuries and illnesses
- investigate incidents and first aid responses, for continuous improvement purposes relating to first aid and reducing the risk of injury, and
- comply with the provisions of the relevant legislation regarding the provision of first aid services.

4.2 Training Requirements

All First Aid training must be booked through a Registered Training Organisation.

First Aid Training is required to be renewed every three years.

Note that while *HLTAID010 – Provide Basic Emergency Life Support* meets the minimum training requirement for school staff, it does not satisfy Australian Children’s Education and Care Quality Authority (ACECQA) requirements for OSHC and pre-school settings and it is not the preferred course for CESA staff.

The recommended training for all staff working in CESA workplaces is *HLTAID012 – Provide First Aid in an Education and Care Setting*. This course includes basic first aid, anaphylaxis management and asthma management training. It also includes CPR training.

Though not mandatory, for staffing seeking to maintain currency of CPR qualifications, a refresher course, *HLTAID009 – Provide Cardiopulmonary Resuscitation (CPR)*, should be undertaken annually (in between the three-year training cycle explained above).

In accordance with the *Camps, Excursions, Sporting and Adventure Activities Procedure*, a designated staff member should normally be assigned to provide first aid. Additionally, for a remote camp (located more than 2 hours from medical assistance) at least one staff member must hold the qualification *HLTAID013 – Provide First Aid in Remote Situations*.

If a worker has attended First Aid training but have not been issued a Statement of Attainment due to being unable to perform CPR for whatever reason, the school/site must make other arrangements to ensure a Designated First Aid Officer is available/contacted to administer CPR should the need arise.

4.3 Designated First Aiders

Staff, identified as Designated First Aiders, provide an essential and important service, and are required to make themselves available during normal business hours to attend to and support unwell or injured staff, students, visitors, volunteers, and contractors.

The following ratios are recommended:

- Low risk workplaces – one first aider for every 50 workers
- High risk workplaces – one first aider for every 25 workers

While all staff employed in Catholic schools are expected to provide immediate and at least basic first aid, it is further expected that the Designated First Aider will attend and support the first responder while awaiting, if required, more expert advice.

Designated First Aiders receive a First Aid Allowance consistent with the applicable Enterprise Agreement or Conditions of Employment in force, or as varied or replaced from time to time, while it is identified as an inherent requirement of their role to perform this duty.

4.4 Student Health Support Planning

Where appropriate, and in accordance with the Department for Education's health support planning guidelines, a *Medication Agreement* and/or *Health Care Plan* should be developed and agreed between the school and a student's family to support a student's health and wellbeing needs.

The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need.

Schools require *medical authorisation* to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).

The principal is responsible for the:

- safe administration of medications to students for whom they are prescribed
- safe receipt and storage of students' medication whilst attending school or school-related activities
- training of staff in the administration of medications for students with specialised health needs, as appropriate
- management of medication administration records

Medication should only be administered in line with the training of staff and should not be administered at school if it can be administered outside of school hours without compromising the health and wellbeing of the student. Where appropriate, to support a student's health and wellbeing needs, a health care plan, management plan, first aid plan and/or medication agreement should be completed by the treating health professional/s to specify individual health care recommendations and staff training to help students with health conditions attend school. Invasive health care should only be undertaken by a credentialed health care worker, and not by school staff.

4.5 Medical Emergency Response to Support Staff

Should a serious injury or medical episode occur in the workplace (on or off site):

- call for an ambulance – dial 000; and
- seek assistance from a Designated First Aid Officer.

NOTE: Anyone may call an ambulance by dialling 000 if they deem it necessary in the event of a medical emergency.

Schools/Offices should develop protocols regarding the costs associated with ambulance transport and communicate these within their school/office community accordingly.

5 Documentation and Record Keeping

Individual Catholic schools and Education Offices are responsible for maintaining current and accurate record keeping, investigations, and supporting documentation for effective first aid management. This includes, but is not limited to:

- first aid supplies
- student and staff medical/health information, as appropriate
- incident/accident reports and associated information
- emergency contact details for staff, which should only be accessed when required by authorised staff.

6 Responsibility for Implementation, Monitoring, and Continual Improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Governing entity/authority	Schools
Directors	Principals
Schools Performance Leaders	School Boards/Governing Councils

7 Related Policies, Procedures and Support Documents

This Policy is to be read in conjunction with, and is additional to, any other relevant SACCS policy, procedure, guideline, or support document, including the following:

- [Duty of Care Policy](#)
- [Duty of Care Procedure](#)
- [Camps, Excursions, Sporting and Adventure Activities Procedure](#)
- [Accident/Incident Reporting](#)
- [CSH&WSA Work Health & Safety and Injury Management Policy](#)
- [CSH&WSA First Aid Procedure 11](#)
- [Department for Education Health support planning \(for students\)](#)
- [Department for Education Medication management in education and care services](#)

8 Revision Record

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