

# POLICY

## WHS 9 FIRST AID

Policy Number: 9	CEO\ CEC NT\ Day Month Year	Approved by:	CEO CEC NT
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### **1. PURPOSE**

The Catholic Diocese of Darwin and CENT Northern Territory (CENT) are committed to safety by providing a safe and healthy workplace for all employees, students, contractors and visitors.

From this point on of this policy, CENT will be used as reference to the business identities / agencies that operate on behalf of the Catholic Diocese of Darwin and CENT.

The Policy is supported by a First Aid Procedure which defines the process and resources CENT encourages its workplaces to have and implement as part of managing staff and visitor wellbeing.

### **2. RATIONALE**

The aim of this policy is to ensure staff, students, volunteers and visitors are able to receive initial assistance or treatment of an injury or illness incurred at a CENT facility or activity.

### **3. SCOPE**

This policy applies to all schools and agencies associated with the Catholic Diocese of Darwin and Catholic Education Northern Territory.

### **4. DEFINITIONS**

<i>First aid</i>	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers
<i>First aider</i>	Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to provide first aid.
<i>First aid equipment</i>	Includes first aid kits and other equipment used to treat injuries and illnesses.
<i>First aid facilities</i>	Include first aid rooms, health centres, clean water supplies and other facilities needed for provide first aid.
<i>High risk workplace</i>	Means a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid.

<i>Incident</i>	Any occurrence, including near-miss situations, which has the potential to cause personal injury, disease or death, or property damage.
<i>PCBU</i>	Person conducting a business or undertaking (employer)
<i>Reportable Incidents</i>	Incidents that are required to be reported to external Authorities e.g. NT WorkSafe

## **5. POLICY**

First aid involves emergency treatment and support to preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance, paramedic, doctor or nurse
- protecting a person, particularly if they are unconscious
- preventing a condition worsening
- promoting recovery
- Use of defibrillators.

First Aid Officers are required to provide / assist with first aid to staff, students or visitors if an injury, sudden illness or medical emergency occurs on the premises or during an activity / task.

Schools / Agencies must:

- provide first aid facilities to allow for provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, bruising and injury
- ensure sufficient staff trained in first aid under the provisions of the Work Health & Safety Legislation and CENT's First Aid procedures and are always available.
- maintain at least one major first aid kit located in the designated first aid room (where applicable)
- maintain portable first aid kits for excursions and outdoor duties
- in the case of a medical emergency, schools / agencies must immediately contact emergency medical services (call 000) and be familiar with the school's / agencies emergency procedures.
- Report all incidences on an incident form and report to the Principal and WHS Manager serious incidences.

## **6. ACCOUNTABILITY (Responsibility)**

### **PCBU**

A person conducting a business or undertaking has the Primary duty of care under the WHS Act to provide a safe work environment and safe systems of work. This includes Principals, Directors and some managers.

### **Officers / Management / Leaders**

If a PCBU has a duty or obligation under the WHS Act, an officer of the PCBU must exercise due diligence by ensuring that the PCBU complies by having sufficient first aid personnel and equipment available.

## **Workers / Visitors**

It is the responsibility of workers and visitors to:

- Seek first aid or medical assistance where required in the event of an injury or illness
- Report all work related injuries or illnesses to management through the appropriate processes
- Stop unsafe works as required or report unsafe acts.

## **7. STAFF and TRAINING**

Principals / Managers and staff should:

- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities
- be familiar with the school's first aid procedures and locations of first aid kit on site and defibrillator.
- nominate volunteer staff to be first aid officer/s (dependent on the number of employees/students), see: First Aid Risk Assessment
- ensure there is always a first aid officer available: to assist an ill or injured person
- has current qualifications covering all the school's first aid requirements
- ensure resources are available for first aiders and others

Principals / Managers must ensure relevant staff receive additional training to meet student health needs (which may include training for anaphylaxis, asthma or diabetes management).

## **8. RESOURCES**

Workplaces and their operations / activities shall be assessed to determine the number of staff required to be trained and appointed as designated First Aid Officers. The assessment will also determine the number and types of first aid kits needed, and whether other equipment (e.g. emergency eye wash / shower) is necessary in responding to potential incidents or emergencies.

Maintain equipment with regular checks and a first aid note book to itemise used equipment for replacement.

## **9. REFERENCES, RELATED POLICIES, LEGISLATION AND DOCUMENTS**

### **Legal**

Return to Work Act NT

Return to Work Regulations NT

Work Health and Safety (National Uniformed Legislation) Act NT

Work Health and Safety (National Uniformed Legislation) Regulations NT

### **Internal**

WHS 1: Work Health and Safety Policy

WHS 2: Risk Management

### **Other**

Code of Practice – First aid in the workplace

WHS 9 First Aid Policy

Education Victoria Government -

<https://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx#link8>