

# FIRST AID RECORDS MANAGEMENT PROCEDURE

*This procedure must be read in conjunction and interpreted in line with the* [First Aid Policy](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) *and* [First Aid General Procedure.](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)

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## OVERVIEW

This procedure describes specific records management requirements for the provision of first aid and first aid treatment in directorate workplaces. It provides guidance for the application of first aid records management requirements outlined in the [*2014 Records Management*](https://index.ed.act.edu.au/governance/information-governance/rm-policy-and-procedures.html)policy.

Records management requirements for the administration of medication are outside the scope of this procedure and are available in the [*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.*

## RATIONALE

The [*First Aid in the Workplace Code of Practice*](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplaceV3.pdf) outlines records management requirements that assist the directorate comply with legislative obligations outlined in the [*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf) and [*Work Health and Safety Regulations 2011*](http://www.legislation.act.gov.au/sl/2011-36/current/pdf/2011-36.pdf). These requirements include keeping records of any first aid treatment and reporting to managers and supervisors on a regular basis to assist with the review of first aid requirements.

First aid records must be kept securely and in-confidence in accordance with the [*Territory Records Act 2002*](http://www.legislation.act.gov.au/a/2002-18/), [*Health Records (Privacy and Access) Act 1997 (ACT)*](http://www.legislation.act.gov.au/a/1997-125/current/pdf/1997-125.pdf) and the Territory *p*rivacy *p*rinciples outlined in the [*Information Privacy Act 2014*](http://www.legislation.act.gov.au/b/db_49298/default.asp).

First aid records provide workplaces with information about the management of site-based risks relating to the provision of first aid. Accurate, detailed records of first aid treatment in the event of accidents and incidents provide essential information for further medical treatment.

Records of risk assessments for the provision of first aid facilities, equipment and resources and for the management of first aid emergencies should be kept in order to assist the directorate comply with records management requirements outlined in [*Work Health and Safety Regulation 2011*](http://www.legislation.act.gov.au/sl/2011-36/current/pdf/2011-36.pdf) and the [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N).

## DEFINITIONS

**ACTPS** is the ACT Public Sector or Service.

**Executive** is a term that includes executives, school principals, managers and supervisors.

**Records** are information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business (ASISO 15489).

**Records management** is the creation, keeping, protection, preservation, storage and disposal of records.

**Worker** includes directorate employees, volunteers, students gaining work experience and others including contractors and sub-contractors.

## PROCEDURES

**Roles and responsibilities**

* + 1. The responsibilities of the Director-General, executives including school principals, managers, supervisors and workers are set out in the [*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf)and articulated in the [ACTPS *Work Health and Safety Regulation 2011* (ACTPS responsibilities).](http://www.legislation.act.gov.au/sl/2011-36/current/pdf/2011-36.pdf)
    2. Key responsibilities as they relate to the management of first aid record keeping procedures are outlined below should be read in conjunction with the ACTPS responsibilities and the *Records Management* and [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.*
    3. **Director-General**
* The Director-General will exercise due diligence to ensure that directorate work environments are safe and healthy for workers, students and others and that the directorate complies with the ACTPS policy [WHS-04-2013 First Aid in the workplace](http://www.search.act.gov.au/search/click.cgi?rank=1&collection=act-gov&url=http%3A%2F%2Fwww.cmd.act.gov.au%2F__data%2Fassets%2Fword_doc%2F0006%2F489093%2F2013_whs_04_firstaidpolicy.doc&index_url=http%3A%2F%2Fwww.cmd.act.gov.au%2F__data%2Fassets%2Fword_doc%2F0006%2F489093%2F2013_whs_04_firstaidpolicy.doc&auth=1gt%2BdPr65w6qHObsl1k7Og&query=%E2%80%A2%09WHS-04-2013+First+Aid+in+the+Workplace&profile=www-cmtd)
  + - 1. . In the context of first aid record keeping, due diligence means taking all reasonable steps to ensure:
* accurate records are kept of risk management processes used to identify and adequately resource the administration of first aid in workplaces
* a system of review of first aid records is in place to assist with the provision of first aid facilities, equipment and resources
* records are kept of consultation with workers regarding decisions made about first aid requirements
* records of information relating to first aid facilities, first aid treatment, first aid training and induction, and current first aiders are managed in accordance with relevant legislative requirements.
  + 1. **Executives** 
       1. Executives will exercise due diligence in assisting the Director-General with their obligations including implementing the ACTPS and directorate first aid policies and procedures. In the context of first aid records management this includes taking all reasonable steps to:
* ensure a system is in place to maintain and regularly review a register of first aiders including qualification and renewal dates
* record all arrangements made in consultation with individuals to ensure that appropriate health precautions and first aid processes are in place
* maintain confidentiality of an individual’s information
* ensure that records of medical information and treatment are registered in the record management system
* maintain records of injuries and illnesses and first aid in the first aid register
* monitor and review the effectiveness of first aid records management measures at least annually and where any accident or incident occurs that indicates an additional review
* in a school context:
  + ensure that student medical information and [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)are made available to relevant workers, including those who directly supervise the student.
    1. **Workers**
       1. ACT Government workers have a responsibility to ensure that while at work they:
* take reasonable care for their own health and safety, and through their management of first aid records, do not adversely affect the health and safety of another person
* comply with the ACTPS and directorate records management policy and first aid records management procedures. This includes taking all reasonable steps to:
  + participate in consultation and risk management processes relating to first aid records management
  + report any hazards
  + undertake records management training as required.
    1. **First aid officers**
       1. First aid officers will ensure that:
* first aid records, including records of treatment are securely kept in-confidence on an official file such as a first aid register
* a record of the administration of medication, where this relates to first aid treatment, is kept in accordance with the requirements of the [[*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)](https://index.ed.act.edu.au/our-people/whs/files-whs/word/Administration-of-Student-Medication-and-Complex-Health-Care-Procedure-Final.docx) and the legislative requirements of the [*Children (Education and Care Services) National Law (NSW) No. 104 a*](http://www.legislation.act.gov.au/a/2011-42/default.asp) and the [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N)*.*

**First aid treatment records**

* + 1. Records of first aid treatment, medical information and consent forms, and [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) are to be stored on official in-confidence files that are registered within the records management system in accordance with the *Records Management Policy* and procedures.
    2. **First aid register**
       1. A record of all first aid treatment administered is to be recorded in a first aid register that is kept secure on a separate file, filed by annual year.
       2. First aid register information include:
* name of casualty
* nature of complaint
* treatment
* date and time of treatment
* signature of the worker administering first aid.

**Medical information and consent records**

* + 1. The [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) includes the student's medical details and a parent or carer permission for the student to receive emergency treatment. This form along with any [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)should be filed on the student’s record at the commencement of student enrolment.
    2. While the [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) must be treated as confidential, it must be readily available for consultation by first aid officers, relevant workers as appropriate, and to medical and paramedical personnel in the event of an accident or emergency.

**Emergency Treatment Plan**

* + 1. [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) are required for students with a known medical condition attending ACT Government schools. Plans must be completed and signed by a parent or carer and specialist or general medical practitioner. They must be provided on enrolment or diagnosis of a specialist medical condition.
    2. While the information on the [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) must be treated as confidential, the form must be readily available for first aid officers and relevant workers as appropriate, and to medical and paramedical personnel in the event of an accident or emergency
    3. Copies of [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) must be provided to the first aid officer on duty for any off-site excursion. Plans should be clearly marked as ‘COPY – Original on file’. Once the excursion is completed without incident these copies may be destroyed by placing them in the lockable classified waste bin.

**Accidents and incidents records management**

* + 1. A record of accident and incidents is required for all accidents and incidents other than minor student incidents requiring first aid. Details of this requirement are outlined in the *Accident/Incident Reporting* and the *Responding to Student Accidents/Incidents Policy* and procedures.
    2. Records of accidents and incidents are retained in electronic form in the RiskMan database.
    3. Student accident and incident reports should be printed and placed on the affected student’s record.
    4. Under the [*Territory Records Act 2002*](http://www.legislation.act.gov.au/a/2002-18/)*,* student accident and incident reports and associated material should be retained for seven years or until the injured person attains the age of 25 years, whichever is the longer.

**Training**

* + 1. Records management training is scheduled on the [*Professional Learning and Events Calendar*.](https://plec.ed.act.edu.au/EventsMenu.aspx)

**Continuous improvement processes**

* + 1. Annual review of [*Medical Information and Consent Form*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)should be undertaken by the relevant school delegate.
    2. Annual review of the first aid register (first aid treatment record) should be undertaken with the Health and Safety Representative and leadership team to determine any areas requiring additional controls. The [*Schools and Office Risk Register*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/risk-management-planning.html) should be reviewed based on this information with any additional controls noted, and changes to work practices implemented.

**Records management**

* + 1. Records must be kept in accordance with the [*Territory Records Act 2002*](http://www.legislation.act.gov.au/a/2002-18/default.asp) and *Territory privacy principles* outlined in the [*Information Privacy Act 2014*](http://www.oaic.gov.au/privacy/privacy-act/privacy-law-reform#reform2014).
    2. Schools and business units do not have authority to dispose of records. For information on disposal of records, contact the Records Management section on ph: 6205 0597.
    3. Further information about [records management](https://index.ed.act.edu.au/corporate-support/records-management.html) procedures including registration, storage and disposal is available on Index.

**Complaints**

* + 1. Where there are concerns regarding any first aid procedure or concerns about their application, people should:
* contact the school principal or People and Performance in the first instance

contact the Directorate Liaison Unit access the [*Complaints Policy*](https://index.ed.act.edu.au/sites/default/files/ComplaintsPolicyETD.pdf), which is available on the directorate’s website.

## PROCEDURE OWNER

* 1. Director, People and Performance
  2. For support in relation to this procedure contact People and Performance on

ph: 6205 9202.

## RELATED DOCUMENTS

* 1. The following documents must be read in reference to the information provide in this procedure document:
  2. ACTPS policy and procedures:
* [WHS-04-2013 First Aid in the workplace](hhttp://www.search.act.gov.au/search/click.cgi?rank=1&collection=act-gov&url=http%3A%2F%2Fwww.cmd.act.gov.au%2F__data%2Fassets%2Fword_doc%2F0006%2F489093%2F2013_whs_04_firstaidpolicy.doc&index_url=http%3A%2F%2Fwww.cmd.act.gov.au%2F__data%2Fassets%2Fword_doc%2F0006%2F489093%2F2013_whs_04_firstaidpolicy.doc&auth=1gt%2BdPr65w6qHObsl1k7Og&query=%E2%80%A2%09WHS-04-2013+First+Aid+in+the+Workplace&profile=www-cmtd)
  1. Directorate policy and procedures:
* [*Administration of Student Medication and Complex Health Care Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*2014 Records Management Policy*](https://index.ed.act.edu.au/governance/information-governance/rm-policy-and-procedures.html)
* [*Records Management Procedures* 1- 19](https://index.ed.act.edu.au/governance/information-governance/rm-policy-and-procedures.html).