

# FIRST AID TRAINING 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).

Publication date: May 2019

## Table of Contents

[OVERVIEW 1](#_Toc405558184)

[RATIONALE 1](#_Toc405558185)

[DEFINITIONS 2](#_Toc405558186)

[PROCEDURES 2](#_Toc405558187)

[PROCEDURE OWNER 6](#_Toc405558188)

[RELATED DOCUMENTS 6](#_Toc405558189)

## OVERVIEW

* 1. This procedure describes the training required to manage first aid facilities and provide first aid including its provision in an anaphylaxis, diabetes or asthma emergency.

## RATIONALE

* 1. The directorate manages first aid training in accordance with 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) in order to meet legislative requirements as outlined in the[*Work Health and Safety Act 2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf), the[*Children (Education and Care Services) National Law (NSW) No. 104a*](http://www.legislation.act.gov.au/a/2011-42/default.asp) and the associated regulations; the[*Work Health and Safety Regulation 2011*](http://www.legislation.act.gov.au/sl/2011-36/current/pdf/2011-36.pdf) and[*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N).

The directorate has the primary duty to ensure, so far as is reasonably practicable, that workers and other people at the workplace are not exposed to hazards and risks arising from the provision of first aid.

* 1. The [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N) outlines specific requirements for the training of first aid personnel in facilities with pre-school aged students. These requirements include having:
* at least one educator who holds a current approved first aid qualification
* at least one educator who has undertaken current approved anaphylaxis management training
* at least one educator who has undertaken current approved emergency asthma management training.

The [*WHS-04-2013* *First Aid in the Workplace*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf) policy and 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) outline the requirement to provide sufficiently trained first aiders to manage first aid risk in accordance with the site-based risk assessment.

## DEFINITIONS

ACTPS is the ACT Public Sector or Service.

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

**First aid** 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.

**First aider** 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 administer first aid.

**First aid equipment** includes first aid kits and other equipment used to treat injuries and illnesses.

**First aid facilities** include first aid rooms, clean water supplies and other facilities needed for administering first aid.

**First aid officers** are designated workers who have been appointed on the basis of their qualifications and availability to perform the duties of a first aid officer. They receive a first aid allowance.

**Induction** is training to help familiarise workers with a new job or activity.

**Training** is the learning of skills needed for a particular job or activity.

**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 [*Work Health and Safety Act 2011-Responsibilities* WHS-03-2013](http://www.cmd.act.gov.au/__data/assets/pdf_file/0010/489097/2013_whs_03_responsibilities.pdf) (ACTPS responsibilities).
    2. Key responsibilities as they relate to the management of first aid training are outlined below and should be read in conjunction with the ACTPS responsibilities and the ACTPS and directorate first aid policies and procedures.
    3. **Director-General** 
       1. 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 ACTPSpolicy[*WHS-04-2013* *First Aid in the Workplace*.](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf)
       2. In the context of first aid training, due diligence means taking all reasonable steps to ensure:
* a system of regular monitoring of safe practices, procedures and controls in relation to first aid training are implemented
* systems are in place that facilitate consultation with workers when decisions are made about first aid training requirements
* sufficient numbers of qualified workers are available, in accordance with the site-based risk assessment and early childhood legislative requirements, to manage a first aid event or emergency.
  + 1. **Executive** 
       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 training this includes:
* identification and adequate resourcing of first aid training at their workplace
* implementing a system of regular monitoring through annual review of safe practices, procedures and controls
* ensuring appropriately trained workers administer the provision of first aid
* ensuring all workers are inducted in first aid procedures
* providing first aid information and instruction as part of ongoing professional development, and when changes are made to first aid processes
* instructing workers on their duty of care for workers, students and others
* ensuring relevant training in management
* providing information that is easy to understand, accessible and takes into account the language and literacy levels of workers, students and others
* ensuring first aiders are not directed to provide first aid care beyond their level of training
* ensuring in-confidence record keeping of the administration of first aid training
* in a school context:
  + undertaking consultation regarding decisions about first aid training and risk minimisation requirements that relate directly to the care of any individual student with both the workers providing support and the parents or carers.
    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 not adversely affect the health and safety of another person
* comply with the ACTPS and directorate first aid policies and associated procedures. This includes taking all reasonable steps to:
* participate in consultation and risk management processes relating to the provision and administration of first aid training
* report any hazards
* undertake first aid induction and relevant emergency training or awareness training as required
* provide assistance with the management of any first aid emergency when required, to the level of their competence, including calling on expert assistance when necessary
* undertake asthma, diabetes and anaphylaxis awareness training
* where directly supporting a student with an specialist health condition, undertake training with a clinical educator or registered training provider as required.
  + - 1. **Workers as designated first aid officers** 
         1. Designated first aid officers will take all reasonable steps to:
* implement first aid procedures as outlined under the approved training course
* ensure they hold current qualifications in the mandatory courses outlined in section 4.4, with their training provided by aregistered training provider or clinical educator.

**Provision of trained first aiders**

* + 1. The number of trained first aiders is based on a site-based risk assessment of first aid facilities and resources. In a school, this risk assessment should consider types of activities undertaken with students on and off the school site, and the risk of injury and illness associated with these activities. Further information is available in the *[First Aid Facilities](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)**[Procedure.](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*

**Supporting a student with a specialist medical condition**

* + 1. The [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N) outlines specific requirements for the development of a suite of plans in consultation with the parents and carers of any student with a diagnosed risk of anaphylaxis, asthma and diabetes. Where these plans outline specific requirements for school-based support in relation to administration of medication, relevant workers should be provided with specialist training. This training should be delivered by qualified, clinical educators, and Registered Training Organisations.

**Training**

* + 1. **First aiders and designated first aid officers**
       1. Annual refresher training *Provide CPR* *HLTAID001*, and three-yearly refresher training of *Provide First Aid* *HLTAID003* is required of first aiders and the designated first aid officer.

|  |  |
| --- | --- |
| **Training** | **Frequency** |
| Anaphylaxis management or *Provide an Emergency First Aid Response in an Education and Care Setting* | Every three years |
| Asthma management or *Provide an Emergency First Aid Response in an Education and Care Setting* | Every three years |
| *Safe Handling of Sharps and Infectious Waste* | Every five years |
| Diabetes awareness | Every three years |
| Epilepsy awareness | Every three years |
| Provide First Aid | Every three years *(legislated)* |
| Provide CPR | Annual *(legislated)* |

* + - 1. Mandatory training in the nationally accredited course *Provide First Aid* *HLTAID003,* or *Provide an Emergency First Aid Response in an Education and Care Setting* *HLTAID004*, and *Safe Handling of Sharps and Infectious Waste* *10340NAT* are the minimum requirements for any designated first aid officer in charge of maintaining facilities, including a first aid room.

**All workers**

* + 1. All workers in schools should be inducted and undertake the listed awareness training:

|  |  |
| --- | --- |
| **Training** | **Frequency** |
| Diabetes awareness | Every three years |
| Asthma awareness | Every three years |
| Epilepsy awareness | Every three years |
| Anaphylaxis awareness | Every three years |

* + 1. **Support workers** 
       1. Workers directly supporting the healthcare needs of a student in accordance with their *Medical Management Plan,* [*Known Medical Condition Response Plan*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and *Action Plan* should complete relevant management training provided by qualified providers, which may include one or more of the following courses:

|  |  |
| --- | --- |
| **Training** | **Frequency** |
| Anaphylaxis management or *Provide an Emergency First Aid Response in an Education and Care Setting* | Every three years |
| Asthma management or *Provide an Emergency First Aid Response in an Education and Care Setting* | Every three years |
| *Safe Handling of Sharps and Infectious Waste* | Every five years |
| Diabetes management | Every three years |
| *Epilepsy Management Plans* | Every three years |

* + - 1. Further information may be obtained from the relevant first aid management procedures for asthma, anaphylaxis and epilepsy.
    1. **Building Service Officers** 
       1. All Building Service Officers are required to undertaken the following first aid related course:

|  |  |
| --- | --- |
| **Training** | **Frequency** |
| *Safe Handling of Sharps and Infectious Waste* | Every three years |

**Training providers**

* + 1. Approved first aid training is available through several approved training providers in the ACT including:
* [Australian Red Cross](http://www.redcross.org.au/provide-basic-emergency-life-support-hltfa201b.aspx)
* [St John’s Ambulance](http://stjohn.org.au/first-aid-training)
* [Parasol](http://parasol.com.au/)
* [ASCIA Anaphylaxis e-training for Schools and Childcare](https://etraining.allergy.org.au/)
* [Asthma Foundation ACT](http://www.asthmaaustralia.org.au/act/home)
* [Diabetes ACT](https://www.diabetes-act.com.au/)
* [Paediatric and Adolescent Diabetes Service](http://health.act.gov.au/health-services/women-youth-and-children/paediatrics/parents-carers/diabetes) at the Canberra Hospital.

**First aid induction**

* + 1. All workers, students and others should be inducted on commencement of work at the workplace on:
* the nature of first aid facilities
* the location of first aid kits
* the procedures to be followed when first aid is required.
  + 1. First aid awareness instruction should also occur when there is a significant change in the personnel, the workplace, or the nature or type of duties performed.
    2. Students should be regularly informed, at minimum bi-annually, of where first aid assistance is available in the school.

**Continuous improvement processes**

* + 1. Annual review of first aid training records should be undertaken with the Health and Safety Representative and leadership team. The local site-based [*Schools and Office Risk Register*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/risk-management-planning.html) should be reviewed where required, with additional controls noted and changes to work practices and training implemented.
  1. **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.legislation.act.gov.au/b/db_49298/default.asp)
     2. Further information about [records management](https://index.det.act.gov.au/admin/records.html.) procedures including registration, storage and disposal is available on Index.
  2. **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*](http://www.det.act.gov.au/publications_and_policies/policy_a-z.), 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:
* [*WHS-04-2013* *First Aid in the Workplace*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf)
  1. Directorate policy and procedures:
* [*First Aid policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Anaphylaxis Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*Asthma Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* *[Diabetes Management Procedure](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*
* *[Epilepsy Management Procedure](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*
* *[First Aid Facilities Procedure](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*
* [*Administration of Student Medication and Complex Health Care Procedures*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)