

OHS – FIRST AID

POLICY

Rationale:

- A contractor is a person or organisation that provides a service to our school for a fee but is not a direct employee of the school or the Education Department. Employers have the same health and safety duty of care towards contractors as they do to their own employees.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure risks associated with the work of contractors is eliminated or properly managed.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- OHS Representative (OHSR) and a designated first aid officer will assess the first aid requirements of our school by conducting an annual First Aid Risk Assessment.
- The outcomes of the First Aid Risk Assessment and appropriate risk controls will be entered on the OHS Risk Register as appropriate.
- The principal will ensure the appropriate number of first aid kits and level 2 trained first aid officers are available to meet our school's needs consistent with the First Aid Risk Assessment.
- Records of First Aid training will be kept centrally with records of other OHS training documents and First Aid training will form part of the OHS Activities Calendar.
- First Aid Summary Sheets will be completed and displayed in prominent and central locations around the school and in close proximity to first aid kits.
- The first aid room will be well maintained with appropriate signage and will more than adequately meet the minimum requirements (ie: well lit, well ventilated, resuscitation masks, electric power points, sharps disposal containers, work bench or dressing trolley, lockable storage cupboards, sink and wash basin, appropriate first aid kit, be with blankets and pillow, upright chair, desk and telephone, list of emergency numbers, First Aid Summary Sheet, stretcher, waste disposal system for solid dressings, and a stretcher etc).
- The school will ensure the contents of first aid kits located around the school, to be used on excursions and used for yard duty are consistent with the First Aid Kits Contents Checklist.
- Items in first aid kits must be constantly replenished by the designated first aid officer. Reusable items such as scissors and tweezers should be decontaminated with alcohol swabs after use or discarded.
- Workplace inspections of all first aid facilities, first aid kits, training and First Aid Summary Sheets will form part of our school's OHS Activities Calendar.
- All incidents of first aid being applied to staff or actual/suspected occurrences of infection are to be reported on eduSafe. All serious incidents (parent needing to be called, doctors treatment, hospitalisation, ambulance etc) of first aid being applied to a student are to be reported on CASES21, and all incidents reported as a result of first aid treatment or suspected/actual infection will be investigated and controlled consistent with the Hazard, Incident Reporting and Investigation Procedure.
- Proper infection control procedures must be used at all times when administering first aid including washing hands after direct contact with injured persons, wearing disposable protective gloves when contacting body fluids, broken skin and mucous membranes, wearing a mask, eye

protection and a gown where there is a risk of splashing blood or other body fluids, always covering cuts and abrasions, cleaning up spills of blood and other body fluids, properly disposing of waste through biohazard containers, and disposing of sharps in compliant sharps containers.

- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

February 2015