



HS15	Healthy and Safe	First Aid Policy
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What this policy aims to do	Ensure MASS is able to provide appropriate first aid to their clients.
Who this policy applies to	MASS staff involved in service delivery and contact with clients.
Who is responsible for carrying out this policy	CEO and all staff who have contact with clients.
What words used in this policy mean	<p>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.</p> <p>First aid officer 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.</p> <p>First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses. First aid facilities include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.</p>
Legislation this policy is based on	<p>Occupational Health and Safety Act 2004</p> <p>Occupational Health and Safety Regulations 2007 (Vic)</p> <p>Education and Training Reform Act 2006 (Vic)</p> <p>Education and Training Reform Regulations (2017)</p> <p>Victorian Registration and Qualifications Authority (VRQA) Minimum Standards</p>

	Ministerial Order No. 706 (MO706) WorkSafe Compliance Code – First Aid in the Workplace Occupational Health and Safety Regulations 2017 Equipment (Public Safety) Regulations 2017 Health (Immunisation) Regulations 1999 (Vic) NDIS Practice Standards Nov 2021
Other relevant policies	HS1 Client Health Care Needs HS2 Managing Medication HS3 Health and Wellness

Version	Date	Author/Editor	Approved by	Notes
1.0	25/2/2019	D Stephenson		New Policy
1.1	17/6/2020	D Stephenson	S. Reeves	Annual Review. No change
1.2	14/02/2022	C Trenfield	S Reeves	Annual Review, Changed Director to CEO

First Aid Policy

MASS has a duty of care to their clients to provide a healthy and safe environment. MASS clients have the right to feel safe and well, knowing that they will be attended to with due care when in the need of first aid.

All MASS staff that have contact with clients are required to undertake first aid training and hold a current HLTAID004 and be competent in Cardio-Pulmonary Resuscitation (CPR). MASS staff will also have training in the treatment of asthma, anaphylaxis, and epilepsy as required for clients.

Parents/carers have the primary responsibility for the health of their children. The aim of the first aid policy is not to diagnose or treat a medical condition. Parents/carers are responsible for providing MASS with accurate and up-to-date information about the client's health needs and the management of medical conditions.

MASS will undergo a first aid risk assessment that is updated on an annual basis. A copy of the risk assessment is attached as Appendix A. The assessment includes considering the type of work performed, the potential for illnesses and life-threatening injuries, the size and layout of the workplace, the number of employees, clients and volunteers, and the location of the site and access to medical facilities and ambulance services.

If there is an incident or accident that requires first aid, certified MASS staff will:

- Advise the Person on Call.
- Administer first aid in accordance with their training and in an emergency situation other staff may assist in the administration of first aid within their level of competence.
- Take emergency action in a medical emergency and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency services at any time.
- Staff may also contact NURSE-ON-CALL (on 1 300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, MASS will notify parents/carers/guardians by phone.
- If first aid is administered for a serious injury or condition, or in an emergency situation, MASS staff will attempt to contact parents/carers or their emergency contacts as soon as reasonably practical.
- If they determine that an emergency response is not required but that medical advice is needed, MASS will contact the parents/carers of day clients, to ask them to collect the client and recommend that advice is sought from a medical practitioner. Clients who are in a residential placement will be treated according to HS1 Managing Client Illness and Injury.
- Record the incident on the Client Incident Form (available online or hard copy).

- Record the details of the administration of first aid on the client file.

Assessment and First Aid of Asthma

This section of the First Aid Policy relates to clients with a diagnosis of asthma or who may exhibit asthma like symptoms. All clients with a diagnosis of asthma must have a written Asthma Care Plan and a Health Support Plan.

MASS's asthma policy and procedures address staff asthma awareness training, Asthma Emergency Kit content and maintenance, medication storage and management of confidential medical information.

MASS will:

- ensure all staff with a duty of care for clients are trained to assess and manage an asthma emergency and complete an Asthma Education session at least every three years.
- ensure those staff with a direct client responsibility have completed an accredited Emergency Asthma Management (EAM) course at least every three years.
- Act on advice and warnings associated with a thunderstorm asthma activity.
- provide equipment to manage an asthma emergency in the form of an Asthma Emergency Kit.

Assessment and First Aid of Anaphylaxis

All licenced children's services and schools are required to have an anaphylaxis management policy in place (Children's Services and Education Legislation Amendment (*Anaphylaxis Management*) Act 2008). Ministerial Order 706 – Anaphylaxis Management Policy (MO706) outlines points that must be included in an Anaphylaxis Management Policy. MASS is committed to complying with MO706 and associated guidelines.

MASS CEO has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for clients at risk of anaphylaxis. MASS staff responsible for the care of a client with anaphylaxis will undertake the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training courses and have their competency in using an autoinjector tested in person within 30 days of completing the course.

MASS Anaphylaxis Management policy and procedures is included in this first aid policy and includes:

- a statement that in an event of an anaphylactic reaction, MASS's first aid and emergency management response procedures and the client's Individual Anaphylaxis Management plan must be followed.

- the development and regular review of Individual Anaphylaxis Management plans for affected clients.
- prevention strategies to be used by MASS to minimise the risk of an anaphylactic reaction.
- the purchase of 'backup' adrenaline auto-injector(s) as part of MASS's first aid kits for general use.
- the development of a communication plan to raise staff, client, parents/carers and MASS community awareness about severe allergies and the MASS's Anaphylaxis Management policy.
- regular training and updates for staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen.
- the completion of an annual Anaphylaxis Risk Management checklist.

All anaphylaxis management enquiries can be directed to the **Royal Children's Hospital Anaphylaxis Advisory Line on 1300 725 911**.

Assessment and First Aid for Epilepsy

MASS will support clients diagnosed with epilepsy or having an epileptic seizure event in an appropriate way. MASS will implement strategies to assist students with epilepsy according to their specific needs.

MASS will ensure appropriate health and management plans are in place for students with epilepsy. An Epilepsy Management Plan is required for clients diagnosed with epilepsy and will be signed by their medical practitioner and provided to MASS by the parents/carers.

Where the client's Epilepsy Management Plan states that emergency medication has been prescribed then MASS must have a current Emergency Medication Management Plan (EMMP) signed by a medical practitioner and provided by the client's parents/carers. MASS staff will be trained by a recognised epilepsy provider to provide medical assistance in accordance with that plan.

A client health support plan will be developed by MASS in consultation with epilepsy support provider, parent/carer and the client's treating medical team.

MASS will also provide appropriate emergency first aid response and post seizure support when a client has a non-epileptic seizure event.

The administration of medication is addressed in HS2 Medication Safety.

Emergency procedures are addressed in MFE1 Emergency Management.

Managing known illness or injuries that are not first aid incidents are addressed in HS1 Client Health Care Needs