



## Policy Statement

All DOBCEL workplaces strive to be communities of faith, hope and love where the health, safety and wellbeing of all staff and students is foremost. DOBCEL schools and office locations have a moral and legal responsibility to help provide all reasonable first aid and infection control practices to maximise the health, safety and wellbeing of all students, staff, volunteers and visitors.

To ensure that DOBCEL schools and office locations meet their legislative, moral obligations and demonstrate their duty of care, this policy outlines the specific obligations, responsibilities, strategies and actions to help prevent or control the transmission of infectious diseases and to provide first aid.

Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities.

DOBCEL schools and office locations are expected to provide basic first aid treatment and infection control measures. Expert advice or advanced medical treatment is the role of Emergency Services, medical practitioners and the Government health authorities.

This policy must be read in conjunction with DOBCEL First Aid and Infection Control Procedure.

## Context

DOBCEL schools and office location leaders must ensure adequate strategies and action are in place to:

- preserve life, monitor wellbeing and provide healthcare support consistent with the level of urgency required; and to escalate support to emergency services where there is any uncertainty or unmanageable deterioration
- minimise the risk of exposure to infectious materials, including body fluid/substances, through the provision and use of standard precautions when assisting ill or injured people
- ensure that all contaminated waste is handled and disposed of correctly
- abide by legislated requirements for school exclusion and infectious disease notification
- ensure processes are in place to support immunisation and vaccination programs for staff, volunteer parents and students each year and to maintain records
- prevent, contain and eliminate the transmission of infectious disease as far as practicable by promoting school health and wellbeing initiatives (e.g. immunisation programs)
- ensure processes are in place to isolate, contact trace and arrange for the collection of students and staff who are unwell and potentially infectious while at school/work; and
- protect the privacy and dignity of students and staff with an infectious disease.

## First Aid and Infection Control Procedure

The First Aid and Infection Control Procedure should be read in conjunction with this policy. The procedure provides detailed guidance and direction on the strategies and actions to be taken to administer first aid and infection control in the workplace.

DOBCEL schools and office location leaders must align their First Aid and Infection Control practices to the DOBCEL First Aid and Infection Control procedure.

The components of the First Aid and Infection Control Procedure are:

- **First Aid**
  - Care for Students
  - Care for Staff
  - Students with Specific Medical Conditions
  - First Aid advice and Care Resources
  - Annual First Aid Risk Assessment
  - First Aid Kits
  - Restocking First Aid Kits
  - First Aid Facilities
  - First Aid Training
  - Additional First Aid training for Specific Medical Conditions
  - First Aid – Yard Duty Arrangements
  - First Aid – Offsite Activities
  - Administration of Medication
  - Treatment Records and Incident Reporting
  - Automated External Defibrillators (AEDs)
  - Management of Sharps
  - Disposal of Contaminated Waste
- **Infection Control**
  - Prevention of Infectious Diseases
  - Infectious Diseases Transmission Control

## Roles and Responsibilities

Role	Responsibility
<b>Parents/Carers</b>	Parents/Carers are responsible for: <ul style="list-style-type: none"><li>• informing the principal (or nominee) of any known medical conditions or infectious diseases that the students has</li><li>• providing the principal (or nominee) with appropriate medical information (including immunisation records and action plans) where injuries, illnesses or diseases require specific interventions</li><li>• providing updates to the school on any changes in student medical conditions and/or required treatments; and</li><li>• informing the principal (or nominee) as soon as practicable if their child is infected with any of the diseases listed in the school exclusion table.</li></ul>
<b>All Employees</b>	All School employees are responsible for: <ul style="list-style-type: none"><li>• being familiar with the DOBCEL First Aid and Infection Control Policy and Procedure</li><li>• providing first aid treatment, within the limits of their skill, expertise, training and responsibilities</li><li>• following infection prevention and control strategies and action list in the First Aid and Infection Control Procedure, within the limits of their skill, expertise, training and responsibilities.</li></ul>

<b>School Principal</b>	<p>Principals will be responsible for:</p> <ul style="list-style-type: none"> <li>• completing an Annual First Aid Risk Assessment of the school's first aid requirements. This assessment includes: <ul style="list-style-type: none"> <li>○ planning for the reasonable first aid needs onsite or during approved offsite activities</li> <li>○ ensuring there is sufficient suitably trained and qualified first aid staff</li> <li>○ auditing the school environment for any potential hazards</li> <li>○ reviewing of all first aid and infection prevention/control data</li> <li>○ reviewing all infection prevention and control strategies and actions</li> <li>○ facilitating immunisation programs</li> <li>○ encouraging staff, parent volunteer and student participation in immunisation programs</li> </ul> </li> <li>• ensuring staff are trained in accordance with relevant legislation; and</li> <li>• ensuring students attend the school in accordance with the Public Health and Wellbeing Regulations 2019 and impose exclusions where the regulations require.</li> </ul>
<b>First Aid Officers</b>	<p>The First Aid Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that all medical Action Plans for students with specific medical needs (e.g. asthma, anaphylaxis, diabetes, epilepsy etc.) are kept up to date and easily accessible to staff</li> <li>• regularly audit first aid kits, equipment and facilities</li> <li>• ensuring '000' is promptly called in an Emergency, when required</li> <li>• providing first aid support commensurate with competency and training. This includes basic emergency life support such as: <ul style="list-style-type: none"> <li>○ performing CPR</li> <li>○ administering Ventolin or an EpiPen</li> <li>○ managing severe bleeding or providing basic wound care; or</li> <li>○ splinting fractures or icing soft tissue sprains and strains</li> </ul> </li> <li>• conducting the Annual First Aid Risk Assessment with the principal to identify the first aid training and resource needs of the school for all onsite and offsite activities</li> <li>• implementing all risk control measures identified in the Annual First Aid Risk Assessment</li> <li>• determining the need for and location of all first aid signage according to Australian Standards</li> <li>• maintaining a first aid register for all treatments and interventions administered/provided to a student or staff member</li> <li>• recording staff related incidents in the electronic incident management system</li> <li>• providing/arranging for all first aid and infection control training for school employees</li> <li>• escalating medical emergencies to "000"</li> <li>• providing or arranging for all appropriate immunisation programs to be delivered to staff, volunteer parents and students; and</li> <li>• coordinating first aid duty rosters.</li> </ul>

## Scope

This policy applies to all school staff (including employees, contractors, volunteers, labour hire workers), visitors, parents/guardians/carers, students and other members of the school community.

## Legislative Context

- Education and Training Reform Act 2006 Section 4.3.1(6) (c)
- Education and Care Services National Law Act 2010 (CTH)
- Education and Care Services National Regulations 2011 (CTH)
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009
- Disability Discrimination Act 1992 (CTH)
- Disability Standards for Education 2005 (CTH)
- Victorian Registration and Qualification Authority (VRQA)
- Occupational Health and Safety Act 2004 (VIC)
- WorkSafe Victoria First Aid in the workplace Code of Compliance
- First Aid in the Workplace Compliance Code 2008 (Vic)
- Department of Education and Early Childhood Development

## Definitions specific to this policy

TERM	DEFINITION
<b>CEB</b>	Catholic Education Ballarat
<b>DOBCEL school and office location leaders</b>	includes school principals and CEB office managers and team leaders.
<b>First Aid</b>	the immediate treatment or care given to a person suffering a sudden injury or illness provided to preserve life, prevent the condition from worsening, and/or promote recovery. The goal of first aid is not to diagnose, but to offer temporary assistance until more advanced care can be provided or the person recovers.
<b>First Aid Officer</b>	a suitably qualified person who provides first aid.
<b>First Aid Facilities</b>	a specific space allocated within a DOBCEL workplace where first aid equipment, supplies and instructions can be accessed.
<b>First Aid Qualification</b>	first aid course that is the minimum standard of first aid certification for workplaces in Victoria.
<b>Hand Hygiene</b>	is a general term referring to any action of hand cleansing. It includes hand washing with soap and water and using antimicrobial hand rubs (e.g. an alcohol-based hand rub).
<b>Infection Control</b>	the principles involved in, and the procedures necessary for, the prevention of transmission of infectious diseases.

<b>Nationally Recognised Training (NRT)</b>	the national database <a href="http://www.training.gov.au">www.training.gov.au</a> provides information on Nationally recognised vocational education and training. The first aid courses referred to in this document can be found on the abovementioned website using the NRT codes.
<b>Respiratory hygiene or cough etiquette</b>	are terms used to describe infection prevention measures. Practices include: <ul style="list-style-type: none"> <li>• covering the mouth and nose when coughing or sneezing;</li> <li>• using tissues and disposing of them appropriately;</li> <li>• using face masks and disposing of them appropriately, as required; and</li> <li>• attending to hand hygiene immediately after coughing, sneezing or blowing nose.</li> </ul>
<b>Infectious</b>	the transmission of microorganisms, such as bacteria, viruses, parasites or fungi directly or indirectly, from one person to another.
<b>Standard precautions</b>	the minimum infection prevention and control practices that must always be used, by all people, in all First Aid situations. The use of standard precautions aims to minimise and, where possible, eliminate the risk of transmission of infection.
<b>Student Health Support Plan</b>	this plan outlines how the school will support a student's health care needs, based on health advice received from a student's medical practitioner.

## Supporting Policies

- DOBCEL First Aid and Infection Control Procedure

## DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the Document: [DOBCEL Principles of Governance](#)

<b>Approving authority</b>	<b>DOBCEL Board</b>
<b>Approval Date</b>	December 2025
<b>Review Date</b>	December 2028