

YEA PRIMARY SCHOOL OCCUPATIONAL HEALTH AND SAFETY POLICY

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OCCUPATIONAL HEALTH AND SAFETY POLICY

GENERAL POLICY STATEMENT

This policy recognises that the health and safety of all employees, students, parents, contractors and other visitors within Yea Primary School site is the responsibility of the employer (Principal or School Council). In fulfilling this responsibility, Management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health (O.H.S, Act – 1985 Section 21) and includes:

1. Providing and maintaining safe plant and systems of work;
2. Making and monitoring arrangement for the safe use, handling, storage and transport of plant, equipment and substances;
3. Maintaining the workplace in a safe and healthy condition;
4. Providing adequate facilities to protect the welfare of all employees; and
5. Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The Principal and School Council are responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed, and School procedures for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

DUTIES

Recognising the hazards occurring in the education industry, this school will take every practicable step to provide and maintain a safe and healthy work environment for all employees and visitors to the site. To this end:

MANAGEMENT

1. Is responsible for the effective implementation of the School's health and safety policy;
2. Must observe, implement and fulfil its responsibilities under the Acts and Regulations which apply;

3. Must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
4. Must make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions;
5. Must ensure that all specific policies operating within this School – fire and explosion, purchasing, dangerous goods, noise, training, first aid and systems of work – are periodically revised and are consistent with the school health and safety objectives;
6. Must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the school. School procedures and training arrangements to be followed.
7. Must permit staff to elect or to approve of Management’s nomination of an O.H. & S. representative.
8. Must permit and assist with the establishment of an O.H.&S. committee if requested. (see O.H.S. Act 5.37)
9. Must nominate an Occupational Health and Safety Officer at the commencement of the school year, who will then become convenor of the O.H.&S. Committee;
10. Must provide training for non-certificated O.H.&S representative; and
11. Must be informed of incidents and accidents occurring on or at the school workplace* so that the accident/incident can be investigated to determine causes and develop and implement prevention controls, also so that health and safety performances can accurately be gauged. (School procedures to be followed in all instances.)

EMPLOYEES

1. Have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions at work, (O.H.S. ACT – 1985 – Section 25)
2. Should comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions;
3. Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees; and
4. Must, in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representative.

5. Must elect an O.H.&S. committee at the commencement of each school year if requested.

This policy will be regularly reviewed in the light of legislation and school changes. Management seeks co-operation from all employees in realising our health and safety objectives and creating a safe work environment. All employees will be advised in writing, of agreed changes and arrangement for their implementation.

Signed: _____ Date: _____
(Principal)

Signed: _____ Date: _____
(School Council President)

* an employees workplace is anywhere he/she is required to work (camp, excursion, home etc.)

OCCUPATIONAL HEALTH AND SAFETY POLICY

O.H.&S COMMITTEE GUIDELINES

FUNCTIONS

1. To facilitate co-operation between Management and Employees in instigating development and carrying out measures designed to ensure the health and safety of employees and management at work..
2. To formulate, review and disseminate to employees, standards, rules and procedures relating to health and safety, which are to be carried out or complied with at the work place.

OBJECTIVES

1. To assist in the development and review of health and safety policies and procedures.
2. To study accident/disease/absenteeism statistics and trends and make recommendations for action.
3. To consider and discuss reports / information received from the Victorian WorkCover Authority. (VWA)
4. To consider and discuss reports from the O.H.&S. representative or Management on issues and procedures related to health and safety.
5. To ensure that consultation occurs with management and employees on all matters of health and safety.
6. To establish with Management agreed procedures to deal with health and safety issues.

COMMITTEE ORGANISATION

Composition - 3 or 4 members consisting of:

- Principal or nominee
- O.H.&S. representative (1) Refer to General Policy - Management No. 7
- Employees elected by staff
- All positions to be filled at the commencement of each year.

Meetings

- Committee to meet as required.
- Committee to elect a chairperson and secretary.
- Quorum of at least 3 required to validate meetings.

Agenda

- Meeting time and date.
- Names of attendees.
- Apologies.
- Approval of previous minutes.
- Business arising from minutes.
- Reports e.g. inspections, accidents, statistics.
- Correspondence
- General business - items for discussion e.g. reports, problems etc.
- Recommendations - action to be taken
- By when
- By whom
- Time, date of next meeting.

Records

Minutes of each meeting and all forms / registers to be kept in a filing cabinet designated for O.H.& S. purposes in an area provided by Management.

Copies of minute to be displayed on staff notice board.

ISSUE RESOLUTION PROCEDURES

1. Any issue deemed to affect workplace health and safety to be reported to the O.H.&S. Representative.
2. The O.H.&S. Rep. and Management Rep. will meet as soon as possible to attempt to resolve the issue, following Issue Resolution Flowchart.
3. Unresolved issues will then be taken to the next management levels.
4. In the case of immediate threat to health and safety, parties are to consult on action to remedy the situation immediately.

If agreement is not reached:

- the O.H.&S. Rep. or the Management Rep. has the right, under the Act, to direct that work / circumstances, giving rise to the issue, shall cease,
 - both parties have the right to call a Field Officer to resolve the issue.
 - During such stoppage, the Employer may assign suitable alternative work. If no such alternative work is available, the employees should remain at work ready to resume as soon as the immediate threat is rectified.
5. In the case of on-going, non-threatening unresolved issues, the O.H.&S. Rep. may issue a Provisional Improvement Notice (P.I.N.), stating the issue, recommendation for resolving the issue is to be rectified or resolved. That date may be any date after seven days from the time when the P.I.N. was issued.
 - The employer may appeal the P.I.N. within seven days of it being served.
 - An inspector must then attend the workplace to assess the issue, cancel / resolve it or serve and Improvement Notice, under Section 43 of The Act.
 - The Inspector can enter the workplace at any time to investigate the issue, after informing the Management and the O.H.&S. Rep. All parties are allowed to accompany the Inspector during the inspection.
 - Legal proceedings for an offence against the Occupational Health & Safety Act, may be brought by the Minister or by the Inspector.
(Refer Appendix 1.)
 6. At any interview between Employee / Principal / Inspector, regarding O.H.&S. issues, the O.H.&S. Rep. has the right to be present, providing the Employee has granted permission.

7. The O.H. &S. Rep. will report all matters back to the Employees as soon as possible.

RISK MANAGEMENT (C.A.P.)

Step One : Collecting Information

HAZARD ALERT SURVEY (Prevention)

1. The primary aim of O.H. & S. is to prevent accidents in the workplace by reducing risk. Accordingly a Hazard Alert Register will be maintained and prominently displayed in the Staffroom.
 - Once a term survey of both physical environment and work practices with results recorded in register.
 - Staff to record risk in the Hazard Alert Register.
 - O.H. & S. Committee and Environmental Sub-committee of the School Council to address issues raised and recorded weekly. Urgent items should be raised immediately with O.H. & S. Rep, Environment Committee Co-ordinator, Principal.

About the Accident.

2. Reporting and recording of accidents/incidents involving all employees/registered volunteers/students, is to be completed immediately, using the following forms:
 - Injury Report Form (LE 357) Copies of which shall be filed to constitute the Register of Injuries.
 - Management must then transfer details from the Injury Report Form, (LE 357) onto the CASES Injury Management System, and make each monthly CASES printouts that analyse all injury reports, available to the O.H.&S. Committee for analysis.
 - First Aid Register
 - WorkCover Reports
 - Hazard Alert Reports
 - Map of the school grounds, indicating where accidents occur.

3. Notice of Serious Injury.

In the event of serious accidents there is a requirement to give notice of such to the VWA for the following:

‘If the accident at a school or workplace results, within twenty-one days after the accident occurred, in:

- a) the death of any person;

- b) a person requiring immediate treatment within 48 hours of exposure to a substance;
- c) a person requiring immediate treatment as an in-patient* in hospital;
- d) a person requiring immediate medical treatment for:
 - the amputation of any or part of his or her body;
 - a serious head injury;
 - a serious eye injury;
 - the separation of his or her skin from underlying tissue (such as degloving or scalping);
 - electric shock;
 - a spinal injury;
 - the loss of bodily function;
 - serious lacerations#.

‘Incident’ is defined to mean an accident or dangerous occurrence.

Medical treatment in the regulations is defined to mean treatment by a registered medical practitioner – a doctor.

**‘In-patient’ means being admitted to hospital. It does not include treatment in a hospital emergency room or hospital out-patient facility.*

#Although ‘serious’ is not defined in the regulations, schools should only notify the VWA if the incident is critical/grave. ‘Laceration’ is a wound with jagged tearing flesh’

‘the employer shall immediately, in the case of death, and within twenty-four hours in any other case, give or cause to be given to an inspector notice of the accident in the form in the First Schedule.’

4. Accidents / Incident Investigations.

- All accidents / incidents must be assessed in order to determine the underlying causes.
- An Accident Investigation Form is to be completed and filed for reference by Management and O.H.&S. Committee, in their review of causes and the issuing of any recommendations to eliminate further risks to health and safety.

B. About Work, Workplace and People.

1. Inspecting the workplace:
 - The workplace should be inspected at the commencement of each school year and mid-year or whenever requested by either party.
2. Who carries out workplace inspections?
 - Management and the O.H.&S. Rep.
 - Either party may request outside specialist expertise to accompany any inspection in an advisory capacity.
 - Workplace Inspection Checklists to be used. See Appendix.
3. What should be inspected?
 - All buildings, facilities, both internal and external.
 - Existing and potential health and safety hazards.
 - Problem areas.
 - Systems and procedures.
 - Emergency equipment.
 - Plant and equipment.
 - Any identified health and safety issue and the supportive measures in place.

Step 2 and 3. ANALYSING AND PREVENTING RISKS.

1. The O.H.&S. Committee shall regularly review all registers, including the CASES Injury Management monthly reports, concerning accidents/incidents/illness/absenteeism and hazards.
2. Identify risks or concerns related to health and safety and prioritise them.
3. Consult with Management and employees.
4. Formulate plans to eliminate areas of concerns.
5. Present plans to Management for resolution.
6. Inspect and evaluate when resolution is completed.
7. If resolution is satisfactory, indicate on the Hazard Register.
8. If resolution is unsatisfactory, refer to Grievance Procedures section.

WORKCOVER PROCEDURES

Owing to the complexities involved in WorkCover regulations, only broad guidelines are tabled. Specific details are available from the Principal, regarding eligibility and conditions of WorkCover. (See “If you are Injured” poster).

A. PERSONS COVERED BY DEET WORKCOVER POLICY

1. All DE&T employees.
2. Volunteers (persons doing something without payment.) assisting any of the following:
 - School Council
 - Parents’ Club
 - Welfare Club
 - Principal of school, in any capacity such as canteen duty/classroom activities/excursions/camps/swimming programs/working bees or office assistance. Parent volunteers for camps will be required to have police checks.
3. The office will maintain a Register of Volunteers, in which will be entered the names of volunteers and their dates of service.
4. Includes the above mentioned working at the school or attending regional meetings or during the ordinary course of duty at the school or at another place.
Student teachers are covered by their own institution’s insurance cover.
5. School Council employees (if applicable) by separate policy.

MAKING A CLAIM – General Guidelines

- See “If you are Injured’ Poster.

C. RETURN TO WORK POLICY

Yea Primary School recognises and accepts its obligation to assist employees to stay at work or to return if injured because of their work. Specifically the return to work policy is that:

- all actions to assist employees to stay at work or return to work are commenced as soon as possible in a manner consistent with medical advice.

- any employee injured or made ill because of their work is returned to work in the shortest possible time, provided it is safe to do so; or if this is not possible,
- the employees will be returned to suitable alternative work which does not jeopardise their well-being.

All employees are expected to co-operate in ensuring this policy is followed. Our commitment to this policy means:

- Return to work will commence as soon as possible after illness or injury and a return to work plan will be established for an employee who is unable to work for more than 20 days or more days. This plan will be established as soon as it is indicated that an absence of 20 days or more days is likely;
- There must be early reporting and early intervention at the workplace to enable an employee to stay at work, if appropriate;
- That remaining at or returning to work as soon as is safely possible after the injury is a normal workplace practice and expectation;
- Suitable duties, which do not jeopardise the well being of the employee, will be provided where possible, as part of the return to work plan;
- There will be full involvement of employees in their own return to work;
- The confidentiality of employee's information during return to work and any occupational rehabilitation will be maintained;
- Participation in a return to work program will not, or itself, prejudice any employee; and
- Return to work activities will be reviewed weekly in consultation with the employee to ensure that progress is continuing towards a complete recovery.

Guidelines

1. A worker absent for less than 13 weeks, should be in consultation with the regional rehabilitation consultant and the rehabilitation provider (for names refer to the Appendix) and should return to work when the final medical certificate ceases to be valid. The Principal (Return To Work Co-Ordinator) is required to prepare a Return To Work Plan for any worker totally incapacitated for a period or periods which total 20 or more calendar days, within 10 days of the incapacity reaching 20 days.

2. A worker absent for more than 13 weeks should be involved in rehabilitation and can return to work if the treating doctor gives permission and there are no conditions (e.g. modified duties, reduced time fraction etc).
3. If a treating doctor specifies conditions, the worker must be cleared by a government medical officer before returning. The regional rehabilitation consultant will arrange a referral to a GMO.
4. The regional rehabilitation consultant will co-ordinate a return-to-work plan, developed in consultation and agreement with:
 - the worker
 - the worker's doctor
 - the school's Staff Welfare Officer
 - to ensure appropriate duties are allocated.
5. After consultation, the Principal (Return to Work Co-Ordinator) shall accept the return-to-work plan recommendations of the above panel. The Return To Work Plan and the employee's progress will be reviewed weekly by the Principal and employee.
6. Legislation requires the employer to provide suitable employment for injured employees, up to 12 months from injury, who have a capacity for employment, even though they may not be fit enough for normal duties.
7. If the school needs to employ relief staff in order to provide alternative duties for an injured employee, the relief cost will not be charged against the school's Global Budget. (For periods longer than 30 days, approval to employ relief staff on a short term contract, should be sought by the Principal.)
8. The Principal is required to provide suitable employment for an injured worker wherever possible (Section 122 [1] of the Accident Compensation Act 1985). Offers of employment must be made:
 - within 12 months of a worker becoming entitled to receive weekly payments, or
 - if the injured worker has the capacity, within an aggregate period of 12 months after the injury occurring.
9. If by the end of 52 weeks, the employee has not resumed pre-injury duties and is still eligible for WorkCover compensation:
 - the alternative duties program will cease.
 - the employee will be placed on WorkCover leave and weekly compensation.

EMERGENCY PROCEDURES

An **Emergency** or **Critical Incident** is defined as one that has a significant impact on the school community and could include:

- Fatality
- Serious assault/sexual assault
- Siege/hostage/firearms
- Disappearance or removal of student
- Bomb threat
- Collapse/major damage to building or equipment
- Motor vehicle collision/impact with school
- Impact by equipment/machinery/aircraft
- Earthquake or other natural event
- Serious injury
- Fire in school building/bushfire
- Fumes/spill/leak contamination by hazardous material
- Outbreak of disease
- Flood/windstorm

SCHOOL RESPONSE TO EMERGENCY OR CRITICAL INCIDENT

ACTION	INCIDENT OCCURS
	Apply First Aid and Call 000 if required
	Contact Emergency Services
	Carry out School Plan
	Notify Emergency and Security Management on (03) 9589 6266
	Notify Worksafe if required 132 360
	Contact DEECD

YEA EMERGENCY MANAGEMENT PLAN

The evacuation plan is designed to combat any major disaster that may occur at our school.

The WARNING will be a continuous bell sound on the Public Address System or an announcement of the portable PA system if this fails.

REMEMBER – THE SAFETY OF THE CHILDREN IN OUR FIRST OBJECTIVE.

1. Collect the attendance roll.
2. Move children in an orderly manner from the classroom via the correct exit route, to the oval assembly point. DO NOT RUN.
3. Should danger threaten along the designated route, direct children to a safe exit.
4. Once on the oval, call the roll. Report any children missing to the oval officer-in-charge.
5. Wait quietly on the oval until you are instructed to move by the oval officer-in-charge.

RECESS – LUNCH PLAY EMERGENCY

The warning will be as for the emergency during instruction time. There will be a message over the P.A. System.

CHILDREN

- Will need to be familiar with ‘alarm’ sounds.
- Will need to know that if they hear such a sound during play time they are to walk directly to the oval and assemble in grade groups.

STAFF

- Procedure will be the same as Instruction Time emergency drill.
- Collect rolls and supervise children on the oval for staff on Yard Duty and staff who are absent.

EVACUATION PROCEDURES

FIRST person to notice the fire or threat, should immediately notify the Principal, the deputy school leader (Lauren Bagnall) or in their absence, the Work Place Emergency Co-ordinator (Debra Male).

OFFICE STAFF

- Ring Fire Brigade 000
- Check Sick Bay
- Collect any Rolls and notes relevant notes (bus passes etc)

PRINCIPAL

- Check Fire Brigade has reacted
- Ring Regional Office 57 612131
- Check Administration building is totally evacuated

Lauren Bagnall

- Check rooms on verandahs

Specialist Teachers

- Complete check of library and artroom

Sal Phillips

- Check junior classrooms

If a class is with a specialist, the class teacher will join their students on the way to the oval and take over. Specialists to remain with the grade unless they have other specified duties.

WHICH EMERGENCY SERVICE?	
Call Police for:	Fatality Serious assault/sexual assault Siege/hostage/firearms Disappearance or removal of student Bomb threat Collapse/major damage to building or equipment Motor vehicle collision/impact with school Impact by equipment/machinery/aircraft Earthquake or other natural event
Doctor / Ambulance	Serious injury
Fire Brigade	Fire in school building/bush fire Fumes/spill/leak contamination by hazardous material
Municipal Displan Office	Outbreak of disease
State Emergency Service	flood/windstorm
Department of Education Emergency and Security Management Branch	

CONTACT NUMBERS	
FIRE / POLICE / AMBULANCE	000
FIRE -	000
YEA HOSPITAL	57360400
AMBULANCE	000
COUNTER DISASTER OFFICE - Region	57612131
POISONS INFORMATION CENTRE	131 126
DOCTORS -	57360444
PLUMBER - Ross Armstrong	0417 356428
ELECTRICIAN – Alan Atkins	0407 576349
Department of Education Emergency and Security Management Branch	(03)9589 6266 (24 hour emergency number)

GENERAL

- Evacuation drills to be carried out at least once per term and once for each group during the course of their swimming or camping program.
- Teachers are responsible for familiarising students of evacuation procedures.
- Staff should be familiar with the location of extinguishers, hydrants and their operation.
- Obey instructions issued by Emergency Services' officers.
- Management must maintain an updated register of all employees/CRTs, regarding addresses, phone numbers, emergency contacts and relevant current medical conditions.
- Each work area/classroom must have displayed an updated map of all buildings, showing the appropriate exit routes.

SYSTEMS AND PROCEDURES

DAY EXCURSIONS

1. Only to places not involving risks to health and safety of staff and students.
2. Parental/Guardian written approval for each child must be obtained.
3. Emergency medical treatment approval form must be signed by Parent/Guardian.
4. Transport - one seat for each child and staff.
 - private car. Appropriate form indicating driver, insurance cover, (normal third party and comprehensive), licence number of vehicle and signed by Parent/Guardian. This form to be included on all Parental Approval forms and to be used as required.
 - Caution: The driver can still be liable to legal proceedings, if the injured parties believe negligence or circumstances indicate liability, even though written permission had been granted to carry the passenger/s.
5. Staff / student ratio to be a maximum of 1:20 (or in accordance to DE&T reg.)
6. Regular counting of student numbers during excursion.
7. First Aid kit should accompany each excursion.
8. Mobile phone must be taken on all out of school excursions.
9. Medical permission forms to be taken.
10. Accident/injury - arrange appropriate treatment
 - contact Principal/school if considered necessary.
11. Teacher in charge, to collect all medicines and to be responsible for the dispensing of them.
12. Enter into the Register of Volunteers names of volunteers assisting.

OVERNIGHT STAYS / CAMPS

1. Prior to camps approval of School Council to be obtained.
2. Only to places not involving risks to health and safety of staff and students. This includes activities during camp.
3. Parental/Guardian permission forms and emergency medical treatment forms for each student participating is required to be signed and taken on camp. Photocopies of forms to be left at school.
4. Names of volunteers assisting staff on camp. To be entered in the Register of Volunteers and they have had a comprehensive working with children check performed.

5. Transport - As for Day Excursions above.
6. Venues - Only to places having the following should be used;
 - Fire safety equipment and procedures in place,
 - Adequate toilet/shower block amenities and communication facilities,
 - Clean dormitories and meal preparation facilities,
 - Access to medical services and first aid equipment.
7. Portable first aid kit to be on the site of all activities.
8. Where ever possible one staff member should be first aid trained.
9. Appropriate authorities including the DEET, to be notified prior to activity.
10. Staff / student ratio to be no more than 1/10. (Or in accordance to DE&T reg.).
11. Mobile phone - to be available at all times.
12. Accident/injury - arrange appropriate treatment,
 - contact Principal/school if considered necessary.
13. Teacher in charge to collect all medicines before departure and to be responsible for the dispensing of them.

MOVEMENT OF STUDENTS OUTSIDE SCHOOL GROUNDS

1. Staff must supervise crossing of roads.
2. Legal crossings/lights to be used where available.

STORMS – Electrical / Wind

1. Students/staff to remain in buildings to avoid lightning, injury caused by falling branches etc.

ELECTRICAL EQUIPMENT

1. To be regularly checked.
2. Power points not to be overloaded.
3. Power cords not to be left lying on floors.
4. Faulty equipment to be reported immediately.

SMOKE FREE WORK PLACE

1. In accordance with Health Regulations, smoking in school buildings is prohibited.
2. Provision of a smoking zone outside school buildings in a student free zone will be provided by Management.

VEHICLES IN THE SCHOOL GROUNDS

1. Only permitted when clear of students or when grounds are supervised by staff.

ACCESS TO BUILDING ROOFS

1. Only to personnel approved by Management using approved procedures.
2. Prohibited when there is excessive wind or the roof is wet.

MANUAL HANDLING OF GOODS/EQUIPMENT

1. Training in correct manual handling procedures to be organised by Management.
2. Movement of TVs/computers by staff only using approved procedures.

WORKING ENVIRONMENT

1. Buildings – standard of cleanliness regarding tables, chairs, floors, windows, bins, toilets, sick bays and staff room to be regularly monitored by Management, in consultation with cleaning contractors.
2. Adequate heating to be provided when required.
3. Each classroom to be equipped with an airconditioner.
4. Floor coverings to be maintained in a safe condition.
5. School grounds to be regularly inspected to ensure a safe environment e.g. condition of trees, playing surfaces, buildings and play equipment.

LIGHTING

1. Adequate lighting to all rooms, corridors and outside buildings be maintained.

NOISE

1. Where excessive noise resulting from maintenance or repairs to buildings/grounds or other structures near classrooms/offices, that work will be scheduled out of school hours.

MACHINERY

1. To be operated only by personnel authorised by Management.
2. Potentially dangerous machinery, e.g. mowers, not to be operated in areas occupied by students or staff.
3. Operators to wear protective clothing/goggles/ear muffs.

ACCIDENT REGISTERS

1. To be provided, maintained and monitored by Management and the O.H.& S. Committee.
2. All accidents, injuries, however minor, are to be entered in the appropriate registers.
Refer – Risk Management Section.

YARD DUTY

1. One staff member per session will be rostered on each school day, to supervise the school grounds.
2. Teaching staff are on duty at all times between 8.45am and 3.30pm.
3. Duty times are (or as altered by Management)
Morning Recess. 11.00 -11.30
Lunch . 1.00-1.45
4. Parents must be informed by Management of the above student supervised times and that outside those times, responsibility belongs to that of the parents.
5. On days when Wet Day Timetables are in operation, each section of the school building must roster staff members for duty to supervise classrooms.

CLASSROOM / PUPIL SUPERVISION

1. Classes are to be supervised by a teacher at all times.
2. Students dismissed into the school grounds, other than the prescribed recess breaks, must be supervised by their teacher.
3. Unsupervised entry of students into the school buildings is prohibited.
4. Supervision of students after 3.30pm each school day, is the responsibility of Management.

ACTIVITIES OUTSIDE NORMAL SCHOOL HOURS

Includes coaching/training/supervising school teams by staff:

- Must have School Council approval.
- Must have parental/guardian form signed.
- Must undertake these activities using normal duty of care.

DOORWAYS

1. All doors must remain unlocked during normal school hours, in case of emergency.

HANDLING AND DISPOSAL OF DANGEROUS OBJECTS e.g.

syringes

1. Educate children not to touch, but to inform staff.
2. Wear protective equipment to remove items to a safe place until removed from the premises.
3. In the case of syringes, contact (1) the Shire of Murrindindi 2) local chemist/doctor.

FIRST AID AND ADMINISTRATION OF MEDICINES **GUIDELINES**

GENERAL

1. Management had the duty to provide adequate facilities for the welfare of staff and students at the workplace which includes appropriate first aid facilities and trained persons.
2. All employees should be provided with practical instructions in the nature of first aid facilities available, the location of first aid kits, the names of trained first aiders and procedures to be followed when first aid is required. These instructions should be updated annually.
3. The First Aid Room and its contents, should be the responsibility of a suitably trained person i.e. possessing a current First Aid Certificate. This person should be available for consultation when staff and students are at the workplace.
4. Each teacher, regardless of First Aid qualifications, is to be rostered on a specific day, for the duration of that term, to administer first aid when necessary. They must be on call in the staffroom area in case they are required to administer first aid.
5. The person who administers the first aid, must fill in the Minor Accident Register and where applicable the DE&T Accident Report Form in consultation with Yard Duty teacher for major accidents.
6. Management must inform parents / guardians as to the level of first aid treatment. Any variation to that treatment requested by parents on the 'Individual Management Plans for Medical Conditions' form, must be recorded and signed by the parents/guardians of the student.
7. Management/Staff reserves the right to call an ambulance whenever it is deemed necessary for a patient's wellbeing. Costs involved will be the responsibility of the patient/parents or guardians of the student.
8. Management to allocate an annual budget from the School Global Budget to provide First Aid equipment and training.

WORKPLACE FIRST AID CERTIFICATE

Objectives

- The course should aim to train people in emergency first aid procedures.
- The first aider should have an understanding of the relevant Codes and Acts, and be able to record details of first aid given.
- Certificates must be renewed regularly to be relevant.

STUDENT MEDICAL RECORDS

1. A register of all students with medical conditions is to be kept in the Office for staff referral, along with the Student's Emergency Contact Register.
2. Individual class lists of children with medical conditions to be issued to teachers each year.
3. Individual Student Medical Management Plans for conditions that may require more than basic first aid, must be supplied by parents/guardians at enrolment or as medical conditions of the student alter. These plans to be updated annually. Information to be found in first aid room and office.

FIRST AID PROCEDURES

Minor

- Attending staff to assess whether safe to move patient i.e. non spinal, head, neck, limb etc.
- If considered safe move patient to the First Aid room.
- During a recess, summon staff on first aid duty roster. This person should be on duty in the staffroom.
- Where blood is involved, gloves must be worn.
- Check patient's medical file in the Office/Sick Bay.
- Treat patient.
- No internal medicines are to be administered, unless prior written and signed permission by the parent/guardian, is registered in the Office. Medicines to be kept in a secure container/cabinet.
- No antiseptics are to be used on open wounds. Clean wounds with water only, unless otherwise requested by parents/guardians.
- Contact parent/guardian, if considered necessary.
- Enter details on Accident Register in the First Aid Room.

Major

- Includes – loss of consciousness, spinal, head, neck, limb, possible concussion.
- Attending staff to assess risk, and summon a first aid trained staff member.
- If assessed as serious, summon an ambulance/doctor. Contact parent/guardian,
- In drug related incidents, where assessed as serious, seek medical assistance immediately.

- Where movement is considered safe, move the patient to the First Aid Room.
- No internal medicines to be administered, unless prior written and signed permission by the parent/guardian is registered in the Office.
- No antiseptics are to be used on open wounds. Clean wounds with water only, unless otherwise requested by parents/guardians.
- Where blood is involved, gloves must be worn.
- Enter details in the Accident Register.

SPECIAL MEDICAL CONDITIONS

Epilepsy

Where a student is known to have epilepsy, that student, if involved in the school's swimming program must be supervised on a 1:1 ratio. Parents must supply a medical certificate giving approval for that child to participate in the swimming program and an adult to supervise their child.

Head Injuries (e.g. bumps, contusions, swelling etc.)

Apply ice pack immediately for 10-15 minutes. Observe child for concussion. Complete take home form and notify class teacher. If necessary, contact parents, or emergency care giver if they are unavailable, and send child home. Record in Student Accident Register.

For Serious Body Injuries (e.g. breaks, concussion, deep cuts etc.)

Seek assistance from First Aid staff. Contact parents then emergency care giver (if parent not available). In no contact is available then take the child to his/her doctor (if local), a local doctor or casualty for treatment as necessary. Record in Student Accident Register.

Comas, Fits, Loss of Consciousness etc. seek qualified assistance.

Contact parents, emergency care giver or medical assistance immediately. Record in Student Accident Register.

Asthma

Parents of students with asthma, should give written permission for their child to participate in a swimming program.

Onset of asthma attack. Procedure is that recommended by the Asthma Foundation of Victoria. (Refer to chart displayed in the Sick Bay), unless

different to that child's Student Medical Management plan as supplied by the parent/guardian.

- Have someone contact parents while you sit, calm, reassure patient.
- Without delay give 4 puffs Reliever (Ventolin, Amusol, Respolin or Bricanyl). Use spacer. Student takes 4 breaths.
- Wait 4 minutes. If no improvements give another 4 puffs.
- If no improvement, call an ambulance IMMEDIATELY – 000
- Keep repeating Steps 2 and 3 until ambulance arrives.

Diabetes

Students with diabetes are permitted to participate in a swimming program. Students are permitted to take extra food when required.

Open Skin Wounds

Clean with water only.

Administration of Prescribed Medicines

Only on written advice of parents/guardians or doctor. Use form Authority for Teachers to Dispense Medications. Such medications should be kept in secure container at all times. First Aid Room locked cabinet or staff fridge if appropriate.

For ANY illness other than non-serious injury – treat, reassure, complete take home form and contact parents or emergency care giver (if parents not available) – SEND HOME IF UNSURE. We realise the above list does not cover all areas of injury/illness we come across in the school situation, however if we care for the children as we would our own, we should enable the child to remain in a safe, caring and secure atmosphere.

CONTACT ORDER

1. PARENT AT HOME
2. PARENT AT WORK
3. EMERGENCY CARE GIVER (THEY COULD BE BOTH)

FIRST AID ROOM REQUIREMENTS

1. This room should be adequately ventilated and illuminated with a door that allows easy access for emergency services, and visual observation of a patient.
2. Emergency phone numbers to be clearly displayed, and in Office/Staffroom.
3. The following items should be provided:
 - Wash basin with hot and cold water.
 - Soap and towels.
 - Bed with blankets and pillows.
 - Chair.
 - Soiled dressing container.
 - Work bench.
 - Electric power points.
 - Book to register all accidents / Accident Register.
 - Cupboard for storage of contents of first aid kits.

FIRST AID ROOM

1. All employees should be aware of location and contents.
2. Kit to be regularly maintained and re-stocked.
3. Contents to be clearly labelled and arranged in an orderly manner.
4. List of contents to be displayed on kit.
5. For this workplace, the FIRST AID KIT should contain:
 - Basic first aid notes.
 - Disposable gloves.
 - Cotton wool gauze covered balls.
 - Adhesive dressing strips. (assorted sizes, including butterfly clips).
 - Sterile gauze strips.
 - Surgical scissors (blunt nose)
 - Tweezers
 - Kidney tray
 - Triangular bandages
 - Icepacks (to be kept in freezer)
 - Ventolin spray and spacer
 - Safety pins
 - Eye wash bowl
 - Sun cream

- Adhesive sanitary pad

EXCURSION FIRST AID KITS

1. The container, sturdy, dust-proof and easily carried, but large enough to adequately store the following should be taken on all outdoor excursions.
 - Adhesive dressing strips
 - Sterile gauze strips
 - Triangular bandage
 - Tweezers
 - Scissors (blunt nose)
 - Cotton wool balls
 - Sun cream
 - Ventolin spray
 - Disposable gloves
 - Safety pins

CLASSROOM FIRST AID KITS

1. Each classroom to have a kit stocked with basic first aid materials to be used for very minor accidents.

Appendix 1

INFORMATION SOURCES

1. Occupational Health and Safety Act 1985
2. Code of Practice – ‘First Aid In The Work Place’
3. DEECD’s ‘School Information Manual – School Operation’