

First aid and infection control standard

This is a mandated standard under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

To ensure an adequate and timely first aid response in the event of an emergency and to minimise the risk of the transmission of infectious disease.

Scope

This standard applies to all department employees and those who engage in activities or services provided at a department site or service.

This standard does not apply to the [health support](#) needs of children and young people.



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Detail

First aiders

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Educator first aid requirements

Permanent teachers are not required to hold a current first aid qualification.

Site leaders should determine if any teachers are required to hold a [HLTAID012](#) first aid qualification as part of their duties, such as excursions, overnight camps and physical education.

Swimming, aquatics and surf education instructors must hold a [HLTAID011](#) first aid qualification and [Asthma First Aid for Schools](#) certificate.

Non-permanent and pre-employment teachers are required to hold a current [HLTAID010](#) first aid qualification.

Excursions, camps, sporting and adventure activities

Sites must ensure that employees and others participating in excursions, camps, sporting and adventure activities have access to first aid and are aware of the excursion emergency and evacuation procedures. Access to first aid support must be available at all times and due consideration should be given to emergency response times when selecting a camp or excursion location.

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x other module – where there is a risk of an infectious disease.



- x hepatitis B.

Working in remote indigenous communities:

- x hepatitis A
- x hepatitis B.

Designated first aiders:

- x hepatitis B.

Grounds, property maintenance, cleaners:

- x hepatitis B.

Working with agricultural livestock:

- x Q fever.

Consultation fees (to a maximum of 3 visits per financial year at \$35 per visit) and vaccination costs will be reimbursed for permanent and contracted employees. Employees must complete a site-generated invoice, attach a service provider receipt or invoice and forward it to education.WHS@sa.gov.au. Testing costs will not be reimbursed.

Other employees who consider that they are at increased risk of exposure to an infectious disease may request corporate funding prior to vaccination by completing a [request for vaccination reimbursement form \(PDF 505KB\)](#) (staff login required).

Where an employee is at a greater risk of exposure to an infectious disease than the general population, reimbursement will be provided for the consultation fee to a maximum of \$35 and cost of vaccination only. Testing expenses will not be reimbursed.

Employees who are pregnant, or contemplating pregnancy, should seek advice from their medical practitioner regarding:

- x duties and work environment
- x their immune status
- x vaccination recommendations
- x specific precautions relevant to their duties or work environment.

If a medical practitioner advises that an employee is at an unacceptable risk of exposure to infectious disease, the site leader must undertake a risk assessment and management process to ensure a safe work environment.

Roles and responsibilities

Employee

Take reasonable care for their own health and safety by being aware, maintaining and keeping records of

their own immunisation status and how their personal circumstances may impact on immunity.
Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

Establish a local procedure detailing how first aid treatments are to be recorded.

Designated first aider

Appointed by the site leader.

Provide appropriate first aid assistance where possible.

Maintain the currency of their relevant first aid qualification.

Maintain first aid facilities and equipment as required.

Be onsite and available during core business hours.

Receive a first aid allowance if they occupy a non-teaching position.

Workplace Health and Safety Directorate, Employee
Relations Directorate and Early Years and Child
Development Division

first aid systems, equipment and facilities.

early childhood services

Includes department:

- x preschool or kindergarten
- x children's services centre
- x children's centre
- x playcentre
- x rural care
- x occasional care
- x family day care schemes
- x Respite Care program.

employee

An employee is defined as any person who works or undertakes work for the department as a:

- x permanent employee
- x fixed term employee
- x contract employee
- x casual employee
- x trainee
- x volunteer
- x outworker
- x apprentice
- x work experience student x

excursion

An activity organised by a school or preschool (not including work experience) during which children and young people leave the school or preschool to engage in educational activities. Adventure activities are included in this definition (regardless of whether they occur at the school or preschool or not). An excursion is a variation to normal activity and is not predominantly recreational.

first aid

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 aid equipment

Includes first aid kits and other equipment, including AEDs, used to provide first aid.

first aid facilities

Includes first aid rooms, health centres, hospitals, clinics, clean water supplies and other amenities needed for administering first aid. Refer to the [First aid in the workplace: Code of Practice](#) for 16.242m(a)446 (d)-(ie)0.7 g0.001 for 339421m(a)446 (d)-eqaum: oea -4.1 (



urban area

An area with established public roads and moderate to high population density. Urban areas include the built-up areas of small rural towns.

vaccination

Administration of a vaccine to stimulate an individual's immune system to develop adaptive immunity.

Supporting information

[Employee first aid medical information form \(PDF 130KB\)](#) (staff login required)

[First aid kit contents checklist \(PDF 90KB\)](#) (staff login required)

[First aid log for minor student injuries \(PDF 502KB\)](#) (staff login required)

[Flu vaccination reimbursement form \(DOCX 384KB\)](#) (staff login required)

[Request for vaccination reimbursement form \(PDF 505KB\)](#) (staff login required)

[Safety training matrix \(PDF 267KB\)](#) (staff login required)

[Sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required)

[Australian Immunisation Handbook](#)

[Australian Children's Education and Care Quality Authority](#)

First aid requirements fo

[Education and Children's Services Regulations 2020 \(SA\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#)

[First aid in the workplace: Code of Practice \(713KB\)](#)

[South Australian Public Health Act 2011 \(SA\)](#)

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

Related policies

[Camps and excursions policy \(PDF 247KB\)](#)

[Camps and excursions procedure \(PDF 447KB\)](#)

[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities procedure \(staff login required\)](#)

Revision record

Version: 1.4

Approved by: Director, Workplace Health and Safety

Approved date: 13 April 2023

Review date: 13 April 2026

Amendments: Added reference to Civil Liability (Institutional Child Abuse Liability) Act 1936.

Version: 1.3

Approved by: Director, Workplace Health and Safety

Approved date: 23 February 2022

Next review date: 23 February 2025

Amendments: Updated reference to requirements for camps and excursions and sporting and adventure activities. Updated references to legislation and departmental guidance. Provided link to SA Health information, including COVID-19. Updated to new template. Style guide corrections and improved clarity of language.

Version: 1.2

Approved by: Director, Workplace Health and Safety

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Amendment(s): Transferred to new template and updated hyperlinks. Table added to item 1.2 to align with the intranet content. New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Communications Directorate.

Version: 1.1

Approved by: Director, Workplace Health and Safety

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Amendment(s): Administrative edit – updated hyperlinks, included seasonal flu reimbursement form as link and appendices.

Version: 1.0

Approved by: Chief Operating Officer

Approved date: 24 July 2018

Amendment(s): Approved for publication.

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