

Guide to First Aid Officers in the Department

The following document provides guidance to the provision of first aid officers within the department.

A separate table is included for state office and other administrative offices and NSW Government schools.

State office and other administrative locations:

Number of employees	Guide to the provision of First aid Officers in State Office and other administrative locations
Less than 25	There is no requirement for a first aid officer to be appointed. Workplace managers should arrange for a number of employees to complete training courses recognised by the Department that give them competencies to administer first aid in departmental workplaces, particularly in an emergency situation.
25 or more	A first aid officer should be appointed. Workplace managers should arrange for a number of employees to complete training courses recognised by the Department that give them the competencies required to administer first aid in departmental workplaces, particularly in an emergency situation.
200 or more employees	An Occupational First Aid Officer is to be appointed and trained to be in charge of the first aid room.
Other circumstances	Workplace managers can apply to the WHS Directorate for additional first aid officers to be appointed where there are compelling reasons identified through a risk assessment.

Guide to First Aid Officers in the Department

NSW Government Schools:

A first aid allowance is paid to school administrative and support staff who undertake the first aid role and are appropriately trained as per the *Crown Employees (School administrative and support staff) Award*. The conditions for payment of the allowance as well as application form is available at [First Aid Allowance Info/Forms](#)

The following provisions are made for first aid allowances in NSW Government Schools:

Number of students and employees	Table 2: Guide to the provision of First aid Officers in NSW Government Schools
For schools with up to 500 students	<p>A first aid officer must be appointed to manage the day to day first aid requirements of the school.</p> <p>School principals must ensure that staff maintain currency in departmental training courses that give them competency to administer first aid in departmental workplaces, particularly in an emergency situations. A comprehensive list of departmental training courses, including mandatory emergency care and anaphylaxis e-training courses for school based staff, is outlined on the WHS Training Courses document.</p> <p>Additionally, school principals must ensure that there are a sufficient number of employees trained in Cardio Pulmonary Resuscitation (CPR) to meet Departmental requirements for excursions. All school staff are encouraged to complete annual CPR training.</p>
For schools with 500 students or more	<p>Two first aid officers are to be appointed to manage the day to day first aid requirements of the school.</p> <p>School principals must ensure that staff maintain currency in departmental training courses that give them competency to administer first aid in departmental workplaces, particularly in an emergency situations. A comprehensive list of departmental training courses, including mandatory emergency care and anaphylaxis e-training courses for school based staff, is outlined on the WHS Training Courses document.</p> <p>Additionally, school principals must ensure that there are a sufficient number of employees trained in Cardio Pulmonary Resuscitation (CPR) to meet Departmental requirements for excursions. All school staff are encouraged to complete annual CPR training.</p>
Other circumstances	Principals may make application for additional first aid allowances on the basis of need through the Employee Services Unit in Bathurst. For example, a large split site requiring additional first aid resource. A risk assessment must be completed and provided with the request.

Guide to First Aid Officers in the Department

Schools: Appointed First aid officers

First aid duties are contained in statements of duty for school administrative and support employees in the *Non-teaching Staff in Schools Handbook*. These duties include administering first aid subject to the school administrative and support staff member having a current St John First Aid Certificate or equivalent and receiving the first aid allowance.

Schools: Support for employee undertaking the role(s) of first aid officer

Principals are to ensure that the first aid officer receives appropriate support to ensure other work tasks are not affected in undertaking this responsibility. This is particularly relevant in larger schools.

In order to assist in effectively managing the provision of first aid, the principal is to ensure that all employees are aware that an assessment should be undertaken to determine whether a student needs to be sent to the first aid room or whether it is a matter of care and comfort.

In addition to the specific provision of first aid allowances, a component of the duties of all school employees (including teachers) relates to the caring for and comforting of sick or distressed students. It should be noted that care and comfort refers to offering support, reassurance and assistance such as providing a glass of water, a blanket or escorting a student to a sick bay or clinic if this is warranted. It does not include providing any treatment for injuries.

Schools: Allowances for first aid officers

A first aid allowance is paid to school administrative and support staff who undertake the first aid role and are appropriately trained as per the *Crown Employees (School administrative and support staff) Award*. The application form is available at: [First Aid Allowance Form](#)

The following provision is made for first aid allowances:

- One full time allowance is paid where the enrolment of the school is 500 students or less
- Two allowances are to be paid where enrolment exceeds 500 students.

Schools: Application for additional First Aid Officer allowances

Principals may make application for additional first aid allowances on the basis of need through the Employee Services Unit in Bathurst. A risk assessment must be completed and provided with the request. Please forward requests to:

Leader, Employee Services
Bathurst State Office, 140 William Street
Bathurst NSW 2795.

Schools: Cost of training for first aid officers

Schools should organise training for first aid officers and maintain details of their qualification and its currency with their first aid plan.

Guide to First Aid Officers in the Department

Schools: Cardio Pulmonary Resuscitation (CPR) training

Consistent with the Department's [Excursion Policy Implementation Procedures](#) schools should have as many employees as possible trained in cardio pulmonary resuscitation (CPR).

The *First aid in the workplace code of practice* recognises that staff trained to administer CPR and treat minor illnesses and injuries can provide first aid in most situations.

All school staff are encouraged to undertake annual CPR training, so that that staff can provide first aid where required, particularly in an emergency situation.

DRAFT