

# 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.

## Detail

### First aiders

The [designated first aider calculator](#) will determine the required number of designated first aiders. At a minimum, sites must have at least 1 designated first aider in attendance at all times for every 50 employees.

Additional designated first aiders may be required depending on the layout of the site and if there are multi-locational sites.

If there are other people at the site (including children, young people, visitors and volunteers), additional designated first aiders may be required depending on the number of other people:

- 0 to 99 – no additional first aider
- 100 to 299 – 1 additional first aider
- 300 to 499 – 2 additional first aiders
- 500 to 699 – 3 additional first aiders
- 700 to 899 – 4 additional first aiders
- 900 to 1099 – 5 additional first aiders
- More than 1100 – 6 additional first aiders plus 1 extra for every 200 students or part thereof.

# Excursions, camps and adventure activities

Sites must ensure that employees and others participating in excursions have access to first aid supplies 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.

Activity	Minimum training requirements	First aider to participants ratio
Excursions	None – assess first aid needs based on the excursion location and activity.	Have 1 of the following: <ul style="list-style-type: none"> <li>• a designated first aider in the group</li> <li>• a teacher trained in first aid</li> <li>• a first aider available at the excursion location</li> <li>• access to local area GP or medical facilities</li> <li>• a paramedic in close proximity.</li> </ul> Consider taking a portable first aid kit to treat minor injuries that don't require immediate professional medical treatment.
Camps Adventure activities	<a href="#">HLTAID004 –provide an emergency first aid response in an education and care setting</a>	1:25 A first aider may be a teacher with the required first aid qualification to meet camp/ adventure activity requirements.
Camps in remote or isolated locations (where medical assistance would be unable to be received within 2 hours)	<a href="#">HLTAID005 –provide first aid in remote situations</a>	1:25 At least 1 first aider trained in HLTAID005 - provide first aid in remote situations. Remaining first aiders trained in HLTAID004 - provide an emergency first aid response in an education and care setting.

Refer to the [camps and excursions policy](#) and the [camps and excursions procedure \(PDF, 606.7 KB\)](#) for more information.

# First aid training requirements

Minimum training requirements to be completed every 3 years:

- schools early childhood education and care services - [HLTAID004 - provide an emergency first aid response in an education and care setting](#) which includes anaphylaxis and asthma first aid training
- corporate and local offices - [HLTAID003 - provide first aid](#).

Schools and preschools must directly book and pay for first aid training from their resource entitlement statement (RES) allocation.

All employees who are required to hold a first aid qualification should complete [HLTAID001 – provide cardiopulmonary resuscitation \(CPR\)](#) annually.

For teacher pre-employment requirements, refer to [teacher employment requirements and registration](#).

## First aid allowances

Eligible employees will be paid a [first aid allowance \(PDF, 467.8 KB\)](#) provided that they fulfil those duties at least 3 days a week. If performing first aid duties for fewer than 3 days a week, the allowance will be calculated based on the number of hours that the duties are performed.

Employees are not eligible for a first aid allowance if they occupy a teaching position.

## First aid facilities, supplies and signage

Sites with 200 or more people (including employees and children or young people) should have a suitable first aid room or rest area. See the [First Aid in the Workplace Code of Practice](#).

One portable first aid kit is required for every designated first aider and must be readily accessible in an emergency.

Additional first aid kits must also be available in the following areas or activities:

- design and technology workshops
- canteens
- fleet vehicles
- sporting and adventure activities, camps and excursions.

## First aid kit calculator

At a minimum there must be one first aid kit for:

- design and technology workshops
- canteens or commercial kitchens
- fleet vehicles
- outdoor activities and excursions
- a portable kit for every designated first aider.

Consideration should be given to having additional first aid kits in:

- agricultural studies facilities
- grounds person sheds
- science laboratories
- gymnasiums
- private vehicles used for work purposes
- other high-risk areas identified through a risk assessment.

Consideration should also be given to adding modules to first aid kits:

- burns module – for activities that may cause chemical and heat burns
- outdoor module – where there is a risk of insect stings, plant stings, or snake bites
- remote module – for remote workplaces that do not have timely access to medical and ambulance services
- other module – where there is a risk of an infectious disease.

First aid kits must be readily accessible in an emergency.

First aid kits must be inspected and replenished at least every 6 months. This duty may be delegated to a designated first aider. The [first aid kit contents checklist \(PDF, 90.3 KB\)](#) provides guidance about the contents and restocking of first aid kits on site.

The first aiders' contact details and the location of first aid equipment must be displayed and easily accessible. First aid equipment must be identified on evacuation diagrams by a white cross on a green background.

Inductions must include information on first aid provisions, including the [employee first aid medical information form \(PDF, 50.0 KB\)](#). Employees with a known medical condition that may require first aid assistance should complete the form to enable prompt and appropriate assistance.

## Automatic external defibrillator (AED)

AEDs are not a standard component of first aid kits. If a site determines that an AED is required, they must ensure:

- designated first aiders are trained in its use and complete the [HLTAID001 - provide cardiopulmonary resuscitation \(CPR\)](#) training annually
- the AED is maintained and inspected in accordance with manufacturer's instructions.

AEDs can be used by any responsible person.

## Reimbursement of ambulance costs

Call 000 if there is doubt about whether a person requires an ambulance.

Where an employee is injured at work and a claim for workers' compensation is lodged and accepted, the cost of the ambulance is met through workers' compensation. If the claim for compensation is rejected, or the injury or illness is not work related, the cost of the ambulance will be referred to the individual for payment.

In the case of a child, young person or volunteer, payment of ambulance costs is primarily the responsibility of the individual or their caregiver. Individuals that have private ambulance cover should recover costs from their insurer. Visitors are responsible for meeting their own ambulance costs.

Where a child, young person or volunteer does not have private ambulance cover, a [request for payment](#) can be made. For further information refer to [insurance and claims management procedure \(PDF, 507.7 KB\)](#).

## Infection control

Standard precautions to prevent or minimise the spread of airborne or blood borne disease include:

- treating all blood and body substances as potential sources of infection
- following [good hand and respiratory hygiene](#)
- using personal protective equipment when dealing with bodily fluids
- using waterproof coverings over any break in the skin
- safe [handling and disposal of sharps](#)
- following appropriate procedures for the handling and disposal of contaminated waste
- appropriate cleaning and disinfection of contaminated items.

More information is available at SA Health:

- [managing exposure to blood and other body substance](#)
- [preventing disease and infection](#).

# In the event of an infectious disease case or occurrence

Call 000 immediately if urgent medical attention is required.

Children, young people and employees with symptoms and signs of an infectious disease, such as fever, cold or flu, vomiting or diarrhoea, should:

- be encouraged to seek medical attention
- limit contact with others
- stay at home until symptoms have passed
- follow guidelines on [exclusion periods](#).

If a child or young person becomes unwell while attending a site or service, including if they have the symptoms and signs of an infectious disease or transmissible illness or condition, phone the designated emergency contact and arrange for the collection of the child or young person. If possible, keep the child or young person away from the main group of children while waiting to be collected.

If there is any occurrence of an infectious vaccine preventable disease covered by the [childhood immunisation program](#) at an early childhood service, then children recorded as non-immunised must be excluded in accordance with [SA Health exclusion requirements](#).

Provide employees with information on the symptoms, treatment and prevention strategies with reference to [you've got what?](#) and [preventing infectious diseases in early childhood education and care services](#).

Remind employees and encourage children and young people to regularly wash their hands and cover their nose and mouth when sneezing and coughing.

Increase the frequency of the cleaning schedule for a 72 hour period in areas of possible contamination with illnesses spread by contact, droplet or airborne routes, with particular attention to surfaces such as taps, door handles, desks, surfaces, chair backs and toys.

For [notifiable conditions](#) take advice from the [SA Health Communicable Disease Control Branch](#) regarding suggested infection prevention and control actions and communication with the affected persons and school community.

When informed of a diagnosed case of infectious disease that is not notifiable to SA Health, schools and preschools should inform their community (without identifying individuals concerned) to:

- monitor their children for signs and symptoms with reference to [you've got what?](#)
- keep children showing signs or symptoms of illness or disease away from the school or preschool in accordance with [exclusion periods](#)
- inform caregivers to contact a medical practitioner if they are concerned about their child's health.

[Translation services or interpreters](#) are available for families and caregivers where English is an additional language or dialect (EALD).

# Notification and reporting injuries and illnesses

Confirmed cases of infectious disease must be reported on the [incident and response management system \(IRMS\)](#):

- For individual cases, complete the injury and site leader tabs on IRMS.
- If a large number of children, young people or employees are diagnosed with an infectious disease this should be reported as a critical incident on IRMS.

Site leaders may be contacted as part of SA Health's investigation and surveillance requirements to prevent the spread of a notifiable condition. Site leaders are not required to report a notifiable condition directly to SA Health.

Employees are not required to disclose that they have been diagnosed with an infectious disease, but must adhere to the [exclusion periods](#) and notify their line manager if they will be absent from work due to illness.

If a diagnosed employee or other person discloses information of their infectious disease or medical condition, the site leader must not disclose this information unless maintaining confidentiality places the health and safety of other persons at risk.

## Leave provisions

If an employee contracts an infectious disease in the course of performing their work duties they may lodge a workers' compensation claim or teachers can seek special leave as per clause 6.3 of the [Teachers \(departmental\) Award](#).

## Vaccine preventable diseases – employees

Employees are responsible for being aware, maintaining and keeping records of their own immunisation status and how their personal circumstances may impact immunity. Employees should be aware of the risk of exposure to infectious disease in their work environment and the vaccinations that are available.

Employees that work in early years and childhood settings, primary schools, special education and indigenous communities are encouraged to maintain immunity for measles, mumps and rubella (MMR), pertussis (whooping cough) and varicella (chicken pox). These vaccinations and boosters are self-funded by the employee.

Employees are eligible for annual influenza vaccinations at no cost to employees where administered through an onsite vaccination program. Schools and preschools can seek reimbursement for onsite vaccination programs by completing a [flu vaccination reimbursement form](#). When employees receive vaccines through their own medical provider, reimbursement will only be provided for the vaccination cost.

# Employees at increased risk of exposure to infectious disease

Employees in the following groups should seek advice from a medical practitioner regarding the listed recommended vaccinations.

Early childhood education and care:

- hepatitis A.

Special education care:

- hepatitis A
- hepatitis B.

Working in remote indigenous communities:

- hepatitis A
- hepatitis B.

Designated first aiders:

- hepatitis B.

Grounds, property maintenance, cleaners:

- hepatitis B.

Working with agricultural livestock:

- 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 to [Workplace Health and Safety](#). 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 \(PDF, 48.2 KB\)](#).

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:

- duties and work environment
- their immune status
- vaccination recommendations
- 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.

Use standard precautions to minimise the risk of transmitting infectious diseases.

Notify their manager if they will be absent from the workplace due to illness.

Seek medical advice if suffering from symptoms of an infectious disease, limit contact with others and adhere to the workplace exclusion period as recommended by their medical practitioner.

If seeking reimbursement for vaccinations, complete a [general purpose claim form \(VL161\) \(PDF, 173.9 KB\)](#), attaching the relevant receipt or invoice and forwarding to the WHS directorate.

### Site leader

Ensure recommended infection prevention and control precautions are used to minimise the risk of transmission of infectious diseases.

Liaise with the WHS directorate to risk assess occurrences of infectious diseases or illnesses and implement control and mitigation strategies.

Consult, cooperate and coordinate with any directions or instructions that are issued by the chief public health officer or department of health and wellbeing delegate.

Report individual cases on IRMS injury tab or critical incident for occurrences of infectious diseases or illnesses.

Notify Safework SA if an employee is diagnosed with an infection from performing their work duties.

Provide annual seasonal influenza vaccination program to all employees.

For early childhood services, record and maintain the immunisation status of all children enrolled and attending in such a way that the service has immediate access to the information in the event of an occurrence of a vaccine preventable disease.

For early childhood services, implement the [exclusion requirements](#) in the event of an occurrence of a vaccine preventable disease according to the [childhood immunisation schedule](#).

For early childhood services and out of school hours care, notify the family with a completed incident, injury, trauma and illness record on collection of the child and obtain parent or caregiver signature.

Ensure that workplace first aid requirements are determined in consultation with employees and health and safety representatives.

Provide appropriate first aid equipment and ensure employees and others have access to first aid.

Ensure that:

- an adequate number of employees are appropriately trained to administer first aid
- first aid record keeping, facilities and equipment standards are met
- employees are advised of first aid arrangements at induction
- employees are advised of [employee first aid medical information form \(PDF, 50.0 KB\)](#) at induction.

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

Review this standard every 3 years or earlier if there has been a change in any legislation, Australian Immunisation Register (AIR) or government policy.

# Definitions

## adventure activities

Includes any outdoor activity conducted on or off departmental premises involving the participation of children or young people in an employee's care and control.

## camp

An activity organised by a school or preschool during which children and young people leave the site to engage in overnight educational, retreat and recreational activities.

## cough etiquette

Covering the nose or mouth with disposable single-use tissues when coughing, sneezing, wiping and blowing noses. If no tissues are available, cough or sneeze into the inner elbow rather than the hand. Refer to [Australian guidelines](#).

## designated first aider

A first aider appointed by a department site leader to administer first aid assistance and maintain workplace first aid systems, equipment and facilities.

## early childhood services

Includes department:

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

## employee

An employee is defined under section 7 of the [Work Health and Safety Act 2012](#) as any person who works or undertakes work for the department as a:

- employee
- trainee
- volunteer
- outworker
- apprentice
- work experience student
- contractor or sub-contractor
- employee of a contractor or sub-contractor
- employee of a labour hire company assigned to work for the department.

## exclusion period

The time that a person infected with a specific disease or condition might be infectious to others.

## excursion

An activity organised by a school or preschool (not including work experience) during which children and young people leave the site 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 [First Aid in the Workplace Code of Practice](#).

## immunisation

The action of making a person immune to a disease by the administration of a vaccination.

## infectious disease

Illnesses caused by the spread of micro-organisms (bacteria, viruses, fungi or parasites) or prions (infectious agent responsible for some neurodegenerative diseases, for example, Creutzfeldt-Jakob (mad cow disease) to humans from other humans, animals or the environment, including food and water.

## injury

Damage or harm contributed or significantly aggravated by events or exposures in the workplace.

## medical practitioner

A person registered under the Health Practitioner Regulation National Law to practice in the medical profession.

## metropolitan area

An area with established public roads and high population density.

## minor injury

An injury that does not require professional medical/dental treatment or ambulance transport.

## notifiable condition or notifiable disease

[Notifiable conditions](#) as described in the [South Australian Public Health Act 2011](#).

## other persons

Other persons who attend a department site or service including:

- child
- client
- parent or carer
- student
- visitor
- volunteers
- young person
- any other person who attends a department workplace from time to time.

## outbreak

A localised increase in the incidence of a disease in a defined time period, eg in a town, or closed institution.

## remote area

An area that is geographically isolated and distant from population. Travelling to populated areas is likely to be difficult and, should assistance be required, it would be unable to be raised or received for several hours depending on location and time of day or night.

## rural area

An area outside built up urban areas with infrequent passing traffic, where communication and assistance would be unlikely to occur within 30 minutes of an incident or breakdown.

## site leader

Any person who has the responsibility, management or control of a department site or service. This includes but is not limited to executive directors, education directors, directors, principals, preschool directors, corporate managers, leaders and supervisors.

## 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

[First aid kit contents checklist \(PDF, 90.3 KB\)](#)

[Employee first aid medical information form \(PDF, 50.0 KB\)](#)

[Minor first aid injury log for students \(PDF, 48.7 KB\)](#)

[Request for vaccination reimbursement form \(PDF, 48.2 KB\)](#)

[Flu vaccination reimbursement form](#)

## Related legislation

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

[South Australian Public Health Act 2011](#)

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

## Related policy documents

[Work health and safety policy](#)

[Reporting critical incidents and injuries procedure \(PDF, 440.0 KB\)](#)

[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities \(PDF, 507.7 KB\)](#)

[Safety management procedure](#)

[Special leave policy \(PDF, 490.6 KB\)](#)

[Protecting children against vaccine preventable diseases procedure \(PDF, 126.6 KB\)](#)

[Camps and excursion policy](#)

[Camps and excursion procedure \(PDF, 606.7 KB\)](#)

[First aid requirements for applicants seeking employment in the department](#)

[You've got what?](#)

[Viral gastroenteritis – including symptoms, treatment and prevention](#)

[Staying healthy: preventing infectious diseases in early childhood education and care services](#)

[The Australian immunisation handbook 10th edition](#)

[Teachers \(departmental\) Award](#)

[First aid in the workplace Code of Practice](#)

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