First Aid / Sick Bay

Background

On Thursday 6 August 2015, the CECV ICON Working Group endorsed the development of CECV business rules for six of the most common functions which are integrated with a school's administration system: **Calendar, First Aid / Sick Bay, Managing the Learning Process, Personalised Learning Plans, Student Behaviour, Timetable.**

These six were identified because they met at least one of the following four criteria:

A. **Compliance with legislation / regulation** (Australian and Victorian); our obligations under CECV-Australian government and CECV-Victorian government funding agreements; minimum requirements set by jurisdictional authorities (e.g. VRQA, VCAA); minimum requirements set by sectoral authorities (e.g. CECV, CEOs)

B. **Effective risk management**, especially where there is a very high duty of care and/or that are more frequently the subject of legal proceedings (e.g. disability, behaviour support, first aid)

C. **Stream interdependencies** within the ICON Program (e.g. ePlan requires data in a particular format)

D. The **ICON vision** to enhance/optimise student learning

CECV business rules **articulate minimum requirements only** and are application-neutral.

They are designed to **directly inform the development of ICON standards** for integrating non-ICON applications to the ICON Platform in these six areas.

Some CECV business rules will include a **more expansive list of optional functionality** that are perceived as 'best-practice' in support of the ICON vision to enhance student learning.

Key Legislation and Regulation

Australian
- Australian Privacy Act 1988
- Australian Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Australian Privacy Regulation 2013
- Australian Privacy Principles 2014

Victorian
- Health Records Act 2001
- Occupational Health and Safety Act 2004
- Education and Training Reform Act 2006
- Occupational Health and Safety Regulations 2007
- Education and Training Reform Regulations 2007

Scope

What is in scope?

CECV business rules for First Aid / Sick Bay **articulate minimum requirements only**. They have been developed in relation to Criteria B, above.

CECV business rules for First Aid / Sick Bay are **only** concerned with supporting schools in their management of **school central records,** which are the records schools make for internal purposes about accidents, injuries or illnesses that require the application of first aid by a school staff member.

CECV business rules for First Aid / Sick Bay are designed to deliver high-quality school central records that can:

- Help ensure that parents/carers are kept informed about the health of their child(ren) while at school or on a school-related activity
- Support the school to identify trends and possible areas for improvement
- Be used for reference in future first-aid needs assessments
- Be helpful for insurance and investigative purposes

What is out of scope?

CECV business rules for First Aid / Sick Bay are **not concerned** with supporting schools to address their duties under the **Occupational Health and Safety Act 2004** and the **Occupational Health and Safety Regulations 2007**, including:

- **Serious (or notifiable) incident reporting** to WorkSafe

    Incidents reportable to WorkSafe and the method of reporting to WorkSafe are detailed on the Catholic Education Commission Victoria (CECV) website

- **First aid needs assessment(s)**, **first aid training**, and **first aid kits** and **facilities**

    Worksafe's First Aid in the Workplace — Compliance Code (18 September 2008) provides practical guidance to schools in these matters

- A school's **management of key safety issues** in schools (e.g. ergonomics, manual handling, slips, trips and falls, chemicals)

    The CECV's Occupational Health & Safety in Catholic Schools (2012) provides practical guidance to schools in these matters

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Note on insurers: In relation to incident reporting, a Catholic Church Insurance (CCI) *Incident Report Template* is available for schools to use, noting that some Victorian Catholic schools are not insured by CCI. CCI also provides a *Guide to Managing Risk*. Schools that are not insured by CCI need to ensure they are compliant with their own insurers' minimum requirements.

Minimum Functionality

Four high-level functions have been identified around which minimum functionality must be available in any First Aid / Sick Bay applications wishing to integrate to the ICON Platform:

Privacy and confidentiality

1. Applications must effectively manage **sensitive and personal information**, including health and wellbeing information; this includes the collection, handling, storage and security of this information.

Relevant and known health and/or wellbeing information

2. Applications must flag, provide, or provide access to, information about **known health and/or wellbeing information, including management plans,** where this is necessary for the effective management of first aid by a school staff member.

Emergency contact information

3. Applications must provide, or provide access to, **emergency contact information**, including where a contact alert (family, legal, pastoral) is in place.

Record keeping and communication

4. Applications must ensure record keeping standards are met, including:

    a. Recording the **details of the accident, injury or illness** that requires the application of first aid by a school staff member, including admissions to a school sick bay. This should include:

        i.   the student or staff member's full name and SID
        ii. the date, time and location of the accident, injury or illness
        iii. a brief description of the accident, injury or illness
        iv. a description of signs and symptoms associated with the accident, injury or illness
        v.   the names of any witnesses
        vi. where an injury is due to the actions of another person
        vii. the name of the first aider or other person dealing with the incident

    b. Recording the **actions taken** (and associated timeframes) **or advised** by school staff members and others to manage the accident, injury or illness

    c. Recording the **outcome** of the application of first aid — what happened next, and when? (e.g. returned to class, picked up by parent)

    d. Providing or recording any **communication to parent/carers/next of kin**. This should include communication:

        i.   about the accident, injury or illness
        ii. about the actions taken or advised
        iii. about the outcome of the application of first aid
        iv. any other observations which may indicate a health or wellbeing concern.

    e. Ensuring that any appropriately authorised staff member is able to **view and/or print** the record

Desirable Functionality

- Ability to fully or partially generate an **incident report form** sufficient for submission to **Catholic Church Insurance**

- Ability to fully or partially generate a **serious or notifiable incident report form** sufficient for submission to **Worksafe**

Subject Matter Experts:

- Peter Dalton, Archivist, Catholic Education Melbourne (Peter represents the Catholic Education Melbourne (CEM) in the area of archives, and provides direct advice to schools in the area of student records. He liaises with Catholic Church Insurance (CCI) in relation to these matters. Peter is a St John's Ambulance volunteer, a CEM first aid officer and has 43 years first aid experience.)
- Catholic Church Insurance (via Peter Dalton)
- ICON Learning Expert Group