

# Forest Education Foundation Field Safety Policy

## Rationale

The successful management of occupational health and safety requires the anticipation that, in spite of the best efforts to prevent accidents, some injuries may occur. First aid can save lives and prevent minor injuries from becoming major ones.

## Objectives

The FEF is committed to:

- providing a safe and healthy environment for all children, educators, staff, and others attending their programs
- providing a clear set of guidelines in relation to the administration of first aid
- ensuring that the FEF has the capacity to deliver current approved first aid, as required

## Health and Safety

### FEF Responsibility

- Take reasonable care to protect their health and safety and the health and safety visiting students and adults
- Follow FEF procedures on health and safety
- Conduct a hazard check prior to field experiences
- Eliminate or avoid hazards to prevent injury or illness during field experiences
- Report incidents/injuries

All FEF staff are required to ensure they are aware of their *Duty of Care* obligations.

### Teacher Responsibility

- Follow DECYP/School Policies and Procedures
- Take reasonable care for their own health and safety and for the health and safety their students and visiting adults
- Comply with FEF instructions
- Ensure students are supervised by school staff at all times
- Report all known hazards, accidents, and incidents to FEF staff as soon as possible

### Supporting Documentation

- Site Hazard Form
- Risk Assessment – General and Site Specific
- Incident/Injury/Near Miss Reporting
- Excursion Preparation documentation

## Management of Injury

### Teacher Responsibility

- Teachers/ school staff member are responsible for administering first aid to students and parents, in accordance with their first aid training.
- In the event of injury to a FEF staff member (where they cannot administer themselves) the visiting teacher is to follow first aid procedures in accordance with their first aid training.

- Schools must provide their own first aid kit and at least one teacher/staff member who holds a current First Aid qualification. This is stated in the Excursion Preparation document.

## FEF Responsibility

### All staff

- FEF staff conduct a hazard check prior to the commencement of field experiences.
- FEF provide Risk Assessment documentation to teacher/s on booking confirmation.
- Review Risk Assessment documentation annually.
- In the event of an emergency (or teacher unable to) FEF staff will administer first aid to students, parents or teachers in accordance with their first aid training.
- FEF staff will document treatment procedures on an Incident Report and supply to teacher/s.
- Staff are encouraged to access Australian Red Cross First Aid App to assist with implementing this policy.

## Nominated First Aid Officer

- Ensure all FEF staff have a first aid kit accessible during field experiences.
- Update first aid kits annually or as needed.
- Ensure all FEF staff have an up to date First Aid qualification.