

First Aid in Schools

First aid responsibilities in schools are generally undertaken by teacher aides. This is specified in the *General Employees (Queensland Government Departments) and Other Employees Award – State 2015* and *Department of Education and Training Teacher Aides' Certified Agreement 2015*, where first aid allowances are paid to level 002 teacher aides who agree to be first aid officers. Level 003 and 004 teacher aides have their first aid allowances included in their salaries.

However, Together members who are administrative officers, schools officers and other school support staff can be asked to perform first aid duties. Note that it is absolutely not a REQUIREMENT of your role and you can only be appointed the First Aid Officer with your consent.

Frequently Asked Questions (FAQs)

Public Servants

Public Servants like AOs, SOs, SOOs, BSMs, IT staff etc, can be asked to be first aid officers if they hold a current First Aid Certificate issued by Queensland Ambulance Service, St John Ambulance, or the equivalent, from a Registered Training Organisation aligned with current first aid procedures. These conditions are outlined in the *Queensland Public Service Officers and Other Employees Award – State 2015*.

In schools, administration officers are most likely to be asked to be first aid officers if there are to be additional officers who are not Teacher Aides.

1. If my principal asks me to be a first aid officer can I refuse?

Yes. It is not a requirement of your to perform first aid duties.

2. If I complete a first aid course, do I automatically get a first aid allowance?

No. Public Servants will only receive a first aid allowance if they are appointed in writing to perform first aid duties.

- **NOTE: If you are not the school's appointed first aid officer, you should not perform first aid duties. It is very dangerous to undertake this work if you are not appointed as the first aid officer and we firmly recommend members DO NOT undertake these tasks unless you are the designated officer.**

Also note, if you do not hold a current CPR Certificate, you will not receive a first aid allowance.

3. Why does my school have more than one first aid officer?

The appointment of first aid officers is at the discretion of the Principal or BSM. In larger schools, there may be multiple first aid officers, this is recommended as there are likely to be many students requiring first aid.

4. I am an administration officer assigned as my school's first aid officer, but my first aid duties are affecting my workload. What should I do?

Discuss this at a meeting with your BSM or Principal. Ideally in the first instance you should also document your concerns in an email and then negotiate and agree to duties to be undertaken. If you need help or support with this contact your union office on 1800 177 244 or email schools@together.org.au.

5. Our school has been asked to provide medication (other than tablets). Do first aid officers have to do this?

Appropriate training needs to be provided for all first aid procedures. If a first aid officer does not feel comfortable administering medication other than orally, they should advise their line manager that they will not be performing this request. It is really important to speak up about concerns. Epi-pens and other medications require special training and procedures. This can be a life and death issue, it is really important that everyone is sure what should happen and who is responsible.

6. How do I apply for a first aid allowance?

Provide a copy of your First Aid Certificate(s) and completed 'Allowance Claim Form' to your BSM, Principal or line manager. These documents will be forwarded to Payroll (via Regional Office) for processing.

7. What does payroll do?

Payroll records employees First Aid Certificates/Qualifications on The Solution Series (TSS) and coordinates payment of the allowance.

8. Where is the form?

An first aid allowance claim form is available on One Portal at: <https://oneportal.deta.qld.gov.au/Services/HumanResources/Forms/default.aspx>

9. If I go on holiday, is my first aid allowance suspended?

First aid allowances are treated as part of your ordinary fortnightly salary for the purposes of annual leave (but not leave loading) sick leave, long service leave and all other paid leave. This is outlined in the Queensland Public Service Officer and Other Employee Award – State 2015

10. If my employer won't endorse my application for a first aid allowance, can I refuse to provide first aid?

If you are not the designated first aid officer then you should not perform first aid. If you are the designated first aid officer, and you have been appointed by the Principal or BSM then you should be paid the allowance. If the school is refusing to pay the allowance contact the union office for further advice and support. Note also however there is a general duty of care to all students and staff of the Department of Education Queensland, requiring first aid to be administered in emergency situations. (If you are qualified).

11. If employees transfer, does their first aid allowance transfer with them?

If employees transfer to another location and their new duties include being a first aid officer, they should continue to be paid the first aid allowance. Duties and allowances should be negotiated at each location. Do not assume you will be a first aid officer at your new school. That is something that should be specifically discussed.

12. What if I don't want to be a first aid officer anymore?

If you are the appointed first aid officer and you no longer wish to perform this role, discuss this with your principal or line manager. At these discussions, you and your principal or line manager should negotiate and agree on alternate duties to be undertaken. Remember you cannot be forced to be the first aid officer – it is a voluntary role. Payroll must be advised so the allowance can be ceased.

13. How much is the First Aid allowance?

For school support staff the first aid allowance is \$30.70 per fortnight.

QUEENSLAND PUBLIC SERVICE OFFICERS AND OTHER EMPLOYEES AWARD - STATE 2015

13.6 First-aid allowance An employee holding a certificate in first-aid issued by the Queensland Ambulance Service or equivalent qualification who is appointed in writing by a chief executive as a first-aid attendant/officer shall be paid an additional \$30.70 per fortnight which shall be treated as part of the employee's ordinary fortnightly salary for the purposes of annual leave (but not loading on leave), sick leave, long service leave and all other paid leave.

Teacher Aides

14. Who can apply for a first aid allowance?

A first aid allowance is paid to level 002 teacher aides who hold a current First Aid Certificate and are required by their school, to perform first aid duties e.g. in circumstances where students are referred to them, or where they are on duty in the first aid room.

A first aid allowance is not paid to level 003 and 004 teacher aides as it is included in their base fortnightly salary. It is however, a condition of progression to 003 and 004 that employees possess a current First Aid Certificate (including CPR Certification), every 12 months.

These conditions are outlined in the *General Employees (Queensland Government Departments) and Other Employees Award – State 2015* and *Department of Education and Training Teacher Aides' Certified Agreement 2015*.

15. Who pays for initial first aid training, and for training updates to maintain currency of qualification?

Schools meet all costs of first aid training qualifications.

16. If I complete a first aid course, am I automatically entitled to a first aid allowance?

There is no automatic entitlement to a first aid allowance. To receive a first aid allowance, you must be a level 002 teacher aide and on duty in the first aid room.

Level 003 and 004 teacher aides do not receive a first aid allowance as it is included in their base fortnightly salary.

17. What if I am a teacher aide who obtained a First Aid Certificate to progress from level 002 to 003 but I no longer have a current certificate because my employer won't pay for it?

Teacher aides who obtain a Senior First Aid Certificate as part of the criteria to advance to 003 **will not** be required to fund the cost of obtaining the First Aid certificate or subsequent updates.

Where a school requires a teacher aide to perform first aid duties, the teacher aide **will not** be required to fund the cost of the First Aid Certificate or subsequent updates.

Where the school requests the Teacher Aide obtain a First Aid Certificate, then the teacher Aide **will not** be required to fund the cost of the First Aid Certificate or subsequent updates.

This is specified in section 13.6.1 of the *Department of Education and Training Teacher Aides' Certified Agreement 2015*.

