# Operational Policy: First Aid (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will ensure all ākonga, staff and visitors will be attended to with due care when in need of first aid.

BLENNZ also acknowledges its responsibility to take all practicable steps to provide first aid facilities under the Health & Safety in Employment Regulations 1995 and to have procedures for dealing with emergencies under the Health & Safety at Work Act 2015.

BLENNZ is committed to maintaining a workforce which is appropriately trained and certified in first aid through BLENNZ approved courses. Certification will include up-to-date CPR (Cardiopulminary Resuscitation) techniques. The workforce trained will be across a range of roles and locations.

Please note that it is now a requirement for First Aid Certificates to be renewed prior to the review date to remain current.

## Policy Requirements:

1. First aid will be administered to ākonga, staff and visitors when in need in a competent and timely manner.

2. Wherever possible BLENNZ will either provide, or advocate for, facilities to cater for the administering of first aid.

3. BLENNZ aims to have all full and part-time permanent teachers holding a current first aid certificate. All residential and DOM staff, irrespective of their full or part time employment status, will hold a current first aid certificate. Other support staff (Administrators, Catering, Maintenance, teacher aides and Education Support Workers) may be required to hold a current first aid certificate dependent upon the work requirements of their positions. BLENNZ will fund both the cost of the course and staff attendance. The provider must be one of those listed on the NZQA website as consented to assess. Whilst online courses may also be available, the option of undertaking these can only be done after discussion with the respective line manager and reviewed in terms of positions held.

4. First aid kits will be available at all workplaces within BLENNZ. Workplaces include all school and residential buildings, The Bach, Visual Resource Centres and vehicles. Vehicles include school buses, BLENNZ owned cars and leased vehicles. Where possible replacement items will be purchased upon use, however in larger Centres/Departments this may not always be possible. At a minimum all first aid kits in buildings and vehicles will be checked and restocked at least termly. Stock that is out of date will be disposed of. Staff are encouraged to have their own personal first aid kit in their private vehicles, however additional kits will be held at each Visual Resource Centre for staff to borrow.

5. Work Safe NZ recommends that overthecounter pain relief medicines, such as paracetamol or aspirin, should not be given to people who have been injured at work, unless the person dispensing the medicine is medically qualified to do so. BLENNZ will therefore not provide such medicine in their first aid kits. Staff should bring their own paracetamol to work if required.

6. First aid to ākonga must be recorded and the ākonga’s parents/caregiver notified as soon as possible after the event. The Administration of Medication policy requirements must be followed if medication is given during the process of administering first aid.

7. There must be a clear understanding as to who is supervising any ākonga and taking responsibility for their care and supervision.

8. On an annual basis a request for updated medical and/or first aid information will be sent home to the families of all ākonga attending the Homai Campus school and Residential programmes.This information will be used to update ākonga records. Parents/caregivers will also be reminded of the policies and practices used by BLENNZ to manage first aid, illnesses and medications. First aid information for ākonga attending Immersion courses and other BLENNZ events, including play groups, will be sought with enrolment material and reviewed as appropriate.

9. Staff are encouraged to download the AED Locations App to their cell phones. Staff based in Visual Resource Centres should also liaise with their host school in terms of access to any defibrillators located on school sites.

## Supporting Documents:

[Workplace NZ: First Aid for Workplaces](https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/first-aid/)

BLENNZ Administration of Medication Policy

MOE Hostel Regulations 2005

[Link to First Aid page of NZQA website](http://www.nzqa.govt.nz/framework/explore/domain-full.do?frameworkId=1415815793)

[MOE: Early Childhood First Aid Requirements](http://education.govt.nz/early-childhood/employment/first-aid-qualifications/)

Approved: 

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Next Review: 2026