CPR Annual Refresher Policy

# Responsibility: Principal

# Effective date: 25/11/2022

# Next review date: 25/11/2024

# Target audience: School staff who are required to have First Aid training

# Ratified by School Council: 25/11/2022

## Purpose

At Acacia Hill School, all SESOs (Special Education Support Officers) and AO2 and AO3 Admin staff are required to have a current First Aid certificate. This involves an annual refresher in CPR (cardiopulmonary resuscitation). In addition, an AustSwim qualification requires an annual CPR refresher. Other staff may undertake CPR training if they wish. Teachers are encouraged to undertake CPR training, but it is not mandated. This policy outlines the processes and procedures around annual renewal of CPR for these staff.

## CPR renewal every twelve months

The reasons for renewing CPR every twelve months are:

1. Staff are unlikely to be performing CPR regularly so knowledge is easily forgotten;
2. Procedures change as medical research progresses; and
3. Practice builds confidence and capability. In the case of an emergency, a First Aider must be confident and capable of performing CPR immediately.

Staff who have recently updated their First Aid (within one month of the CPR refresher) do not need to undertake this refresher, but can do so if they wish. AustSwim strictly requires a CPR refresher every 12 months.

## When is the annual CPR PD at Acacia Hill School?

Week 10 Term 3.

## Organisation of the training

The HPSN (Health Promoting School Nurse) organises the annual CPR training in conjunction with the Business Manager.

Royal Life Saving Society (RLSS) is the preferred provider. If not available, then St John’s is the provider.

**Where there is an option of a shorter face-to-face course with prior online theory to be completed in participants’ own time, this is the option chosen.**

**The organiser informs staff in advance:**

 **Date of training**

 **Start time of training**

 **End time of training**

If the training goes beyond 4:21pm for full-time AO4 92% staff, they apply for overtime in myhr from 4:21pm to the end time of the session.

## Payment

Acacia Hill School pays for the training in Week 10 Term 3 each year. Staff who do not undertake this training, unless they renew their First Aid within 3 months of this training, undertake CPR renewal at their own expense.

However, if a staff member is sick on the day so cannot attend the training, they must provide a medical certificate and then may be reimbursed for attending a CPR refresher at a different date.

# Appendix

7. **School-Based Administrative Employees**

The following special conditions will apply to all School-based Administrative employees:

7.1 Hours of duty

The nominal hours of duty will be 36.75 per week, to be worked between the hours of 7.30 am and 5.30 pm Monday to Friday. Notwithstanding the above the normal hours of duty for all designations excluding employees performing the duties of home liaison officer and truancy officer will be 6.25 per day, i.e. school hours, and will not be extended on any day except in special circumstances where the Principal may require that an employee or employees perform additional duty for a specific purpose.

7.2 Employment Arrangements

(a) There are three employment arrangements for administrative officers in schools, 92%, 96% and 100%. All have unique components to their employment conditions.

(b) Hours will not be extended on any day except in special circumstances where a Principal may require an employee or employees to perform additional duty for a specific purpose, e.g. after hours meetings or a planned event.

(i) Administrative Officer 92%

A. Required to work 6 hours and 15 minutes per school day.

B. With the exception of clause 7.1, after working 7 hours 21 minutes in any one day, overtime provisions will apply.

From current Administrative Officer eba <https://ocpe.nt.gov.au/__data/assets/pdf_file/0004/513193/ntps-2021-2025-enterprise-agreement-v02.pdf>