

DOBCEL DUTY OF CARE DOCUMENT SUITE

OHS SUMMARY DOCUMENT

This document details the following **DOBCEL Duty of Care Document Suite – OHS** documents along with **required school actions**:

- Anaphylaxis Management Policy and Procedure
- Asthma Management Policy and Procedure
- Emergency and Critical Incident Management Policy
- First Aid and Infection Control Policy and Procedure
- OHS Policy and Procedure

Note that some documents are supplied in PDF format, others are supplied in Word format so they can be localised by individual schools as required.

Key school action dates are:

- DOBCEL documents must be implemented by **12 March 2021**.
- All current school Emergency Management Plans (EMPs) will remain in place until they are due for revision in Term 3 and must be completed by the **17 September 2021**.

Useful links:

- [DOBCEL Policy page](#)
- A [Video Guide](#) to the DOBCEL Duty of Care Document Suite – OHS

DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	Anaphylaxis Management Policy
Procedure Title	Anaphylaxis Management Procedure
Accompanying Documents	N/A
eSORT document location:	Section 1: Compliance & Statutory Requirements 4.3 Anaphylaxis Management
Date	24 February 2021

Access the abovenamed document(s) via eSort.

What is the basis for revising this document

- Ministerial Order 706
- Schedule 4, Clause 12 Education and Training Reform Regulations 2017
- Minimum Standards for school registration (and school reviews) July 2020
- Children's Services Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic)

Key changes

- Introduction of one DOBCEL Anaphylaxis Management Policy and Procedure for all DOBCEL schools
- An Annual Anaphylaxis Risk Management Checklist provides the opportunity for each school to clearly define what is unique in relation to Anaphylaxis Management
- Casual employees engaged in classroom activities supervising students will be required to maintain a current Anaphylaxis Management qualification (online or face to face) and supply a copy of their certificate to the school
- If a School has a student diagnosed with Anaphylaxis, they must train a minimum of two (2) employees to be School Anaphylaxis Supervisors, who will verify all online E-learning Anaphylaxis Management qualifications
- The DOBCEL Anaphylaxis Communication Plan and Emergency Response Plan must be implemented across each school

Action required – by 12 March 2021

- Upload the new DOBCEL Anaphylaxis Management Policy and Procedure to the school website and check the links to the local eSORT page are working
- Retire the previous Anaphylaxis Management Policy and Procedure documents referenced on the school's website or local eSORT page. Archive these document as an historical recorded for future reference
- Complete the annual Anaphylaxis Risk Management Checklist using new DOBCEL documentation if not already completed
- Brief staff on the new DOBCEL Anaphylaxis Management Policy and Procedure
- Update policy and procedure references in the staff manual/handbook and in induction processes for all new employees

DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	Asthma Management Policy
Procedure Title	Asthma Management Procedure
Accompanying Documents	N/A
eSORT document location:	Section 1: Compliance & Statutory Requirements 4.1 Student Care, Safety & Welfare
Date	24 February 2021

Access the abovenamed document(s) via eSort.

What is the basis for revising this document

- Schedule 4, Clause 12 Education and Training Reform Regulations 2017
- Minimum Standards for school registration (and school reviews) 2020

Key changes

- Introduction of one Asthma Management Policy and Procedure for all DOBCEL schools
- In addition to the Asthma Action Plan prepared by a student's medical practitioner, each student diagnosed with Asthma must have a Student Health Support Plan (SHSP)
- SHSP plans will outline the asthma prevention and minimisation strategies to be implemented at both onsite and off-site school activities (e.g. food tech, science, sports camps, excursion etc.). These strategies will be developed in consultation with the student and parents/carers
- Casual employees engaged in classroom activities supervising students are required to maintain a current non-accredited Asthma Management qualification and supply a copy to the school
- School staff responsible for supervising students with diagnosed severe asthma must maintain an accredited asthma management qualification
- The DOBCEL Asthma Management Communication Plan and First Aid for Asthma procedure must be displayed across the school

Action required – by 12 March 2021

- Retire any existing Asthma Management Policy and Procedure documents referenced on the school's website or local E-Sort page. Archive the document as an historical record for future reference
- Upload the new DOBCEL Asthma Management Policy and Procedure to the school website and local E-Sort page
- Brief staff on the new DOBCEL Asthma Management Policy and Procedure
- Update references to the new document in the staff manual/handbook and in the induction process for all new employees

DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	Emergency and Critical Incident Management Policy
Procedure Title	N/A
Accompanying Documents	<ul style="list-style-type: none"> • DOBCEL Emergency Management Plan • DOBCEL Critical Incident Management Plan
eSORT document location:	Section 1: Compliance & Statutory Requirements 4.4 Emergency Management
Date	24 February 2021

Access the abovenamed document(s) via eSort.

What is the basis for revising this document

- Schedule 4, clause 12, Education and Training Reform Regulation 2017
- Victorian Registration and Qualification Authority (VRQA) Minimum Standards 2018
- VRQA Guidelines for Bushfire Preparedness - Registered Schools 2017
- AS 1851: Maintenance of Fire Protection Systems and Equipment 2012
- AS 3745: Planning for Emergencies in Facilities 2010
- ISO 22320:2018 Incident Management Guidelines
- CECV Guidelines to the Minimum Standard for Catholic school registration in Victoria 2020

Key changes

- Introduction of one Critical Incident Management Policy for all DOBCEL schools
- The Policy clarifies the definitions of the types of incidents and the escalation process for alerting DOBCEL regarding critical incidents which are beyond the resources of the school
- Schools will continue to manage all 'Emergencies' using the Emergency Management Plans (EMPs)
- A new DOBCEL Critical Incident Management Plan will be introduced to manage critical incidents. This plan will establish a new Critical Incident Management Team to provide the additional experience and resources necessary
- School Leadership teams and Emergency Warden must participate in a one (1) hour Emergency Management & Warden training session with [Specialists on Safety](#) in 2021. This session will cover the new DOBCEL Emergency & Critical Incident Management framework and the safe use and operation of firefighting equipment
- A new DOBCEL Emergency Management Plan (EMP) template will be introduced in Term 2, 2021. This plan will replace the existing EMP when it is due for renewal by 17 September 2021.

Action required – by 12 March 2021

- Upload the new DOBCEL Emergency and Critical Incident Management Policy to the school website and eSORT
- Brief staff on the new DOBCEL Emergency and Critical Incident Management Policy
- Update references to the new document in the staff manual/handbook and in the induction process for all new employees

DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	First Aid and Infection Control Policy
Procedure Title	First Aid and Infection Control Procedure
Accompanying Documents	N/A
eSORT document location:	Section 1: Compliance & Statutory Requirements 4.1 Care Safety and Welfare
Date	24 February 2021

Access the abovenamed document(s) via eSort.

What is the basis for revising this document

- Schedule 4, Clause 12 Education and Training Reform Regulations 2017
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Compliance Code – First Aid in the Workplace

Key changes

- Introduction of one DOBCEL First Aid and Infection Control Policy and Procedure for all schools
- More clearly defined roles and responsibilities for Principals, School Employees and First Aid Officers
- Introduction of standardised documentation for First Aid and Infection Control (e.g. Annual First Aid Risk Assessment, Administration of Medication; First Aid Kit contents etc.)
- Schools will need to maintain a record of all staff first aid qualifications and ensure that it reflects the requirements of the School according to the school annual first aid risk assessment

Action required – by 12 March 2021

- Retire the existing First Aid and Infection Control Policy and Procedure documents referenced on the school's website or local E-Sort page. Archive the document as an historical record for future reference.
- Upload the new DOBCEL First Aid and Infection Control Policy and Procedure to the school website and local E-Sort page
- Brief staff on the new DOBCEL First Aid and Infection Control Policy and Procedure.
- Update references to the new document in the staff manual/handbook and in the induction process for all new employees
- Complete the Annual First Aid Risk Assessment to identify first aid training and resource needs for the school in 2021/2022

DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	Occupational Health and Safety Policy and Procedure
Procedure Title	N/A
Accompanying Documents	<ul style="list-style-type: none"> • DOBCEL OHS Consultation, Roles and Responsibilities Guide • DOBCEL Health and Safety Committee Terms of Reference
eSORT document location:	Section 1: Compliance & Statutory Requirements 4.1 Student Care, Safety and Welfare
Date	24 February 2021

Access the abovenamed document(s) via eSort.

What is the basis for revising this document

- The Minimum Standards for school registration (and school reviews)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe handbook for workplaces – OHS in schools

Key changes

- The introduction of a DOBCEL Occupational Health and Safety Policy
- The components of the DOBCEL Occupational Health and Safety Management System (OHSMS) are more clearly defined (e.g. Chemical Management; Asbestos Management, First Aid etc.)
- OHS Roles and Responsibilities for Principals, Employees and Health and Safety Representatives (HSRs) are clearly defined
- OHS Consultation and Communication arrangements are clearly defined and include the establishment of a new DOBCEL Health and Safety Committee (HSC)
- A new DOBCEL OHS Issue Resolution process is provided to allow for the appropriate escalation of health and safety matters

Action required – by 12 March 2021

- Retire the existing OHS Policy and Procedure document referenced on the school's website or eSort
- Archive the document as an historical record for future reference
- Upload the new DOBCEL OHS Policy and Procedure to the school website and eSort
- Brief staff on the new DOBCEL OHS Policy and Procedure
- Update policy and procedure references in the staff manual/handbook and in the induction process for all new employees