

PP98

First aid policy and procedure

PURPOSE

This policy and procedure is to identify first aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment of injury and illnesses in accordance with relevant legislation and compliance codes.

This procedure specifies the minimum requirements and responsibilities for the provision of First Aid in accordance with the Occupational Health and Safety Act (2004) and this procedure also aims to ensure that all injuries are reported to GOTAFE OH&S and that an appropriate response is delivered to all medical emergencies.

SCOPE

This policy and procedure applies to all staff, students and contractors of Southern Cross Education Institute for the provision of first aid.

DEFINITIONS

First Aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers
First aid equipment	Includes first aid kits and other equipment used to treat injuries and illnesses
First Aid Officer	A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid
Infectious Waste	Infectious waste may include items such as, sharps, human tissue, blood and bodily fluids and disposable materials and equipment that are contaminated with blood or other bodily fluids
Standard Precautions	Includes good hygiene practices (washing and drying hands after patient contact), the use of protective barriers (may include gloves, masks, eye shields or goggles), appropriate handling and disposal of sharps and other infectious waste
SCEI	Southern Cross Education Institute

POLICY

- 1. The Occupational Health and Safety Act 2004 (the OHS Act) and the Work Health and Safety Act 2011 (the WHS Act) set out the legal aspects of first aid which SCEI, as an employer, must provide. Although the legal requirements apply only to employers, SCEI has a duty of care to students as well as visitors and accordingly they are included in this policy. This first aid policy covers the arrangements that are in place to make sure that appropriate first aid provision is available throughout SCEI.**
- 2. The provision of first aid is a further step in supporting a safe and healthy workplace for staff, students, contractors and visitors. To achieve this, SCEI will undertake the following measures:**
 - 2.1. Conduct a first aid risk assessment;
 - 2.2. Allocation of appropriate support to the provision of first aid;
 - 2.3. Provision of first aid to injured/ill staff members, students and visitors by a qualified first aider, but not beyond that for which the first aider is qualified and competent;
 - 2.4. Seeing that first aid is administered as soon as is reasonably possible following an injury or illness and in accordance with the training undertaken by a first aider;
 - 2.5. Reducing wherever possible the severity of the injury/illness by providing appropriate first aid treatment;
 - 2.6. Appropriately recording accidents/incidents and maintaining appropriate statistics on accidents/incidents;
 - 2.7. Appropriately investigating accidents/incidents within realistic timeframes;
 - 2.8. Informing and educating staff, students and visitors of their responsibility in relation to first aid;
 - 2.9. Regularly reviewing the first aid policy and procedures; and
 - 2.10. Mandatory reporting of critical incidents e.g. Work Safe Victoria and Safe Work South Australia
- 3. SCEI aspires to ensure that all staff, students, and visitors act responsibly and comply with statutory requirements and all safety policies, standards and codes of practice.**
- 4. All staff and students are encouraged to have Ambulance emergency transport coverage.**

PROCEDURE

1. First Aid Risk Assessment

- 1.1. A First Aid Risk Assessment is conducted by the Occupational Health and Safety Officer on an annual basis to assess First Aid resources required e.g. number of first aid officers, first aid kits, etc. The outcome is recorded on the FOR98 First Aid Risk Assessment form.
- 1.2. The First Aid Risk Assessment is to include:
 - 1.2.1. the nature of the work being carried out at the workplace
 - 1.2.2. the nature of the hazards and severity of risk at the workplace
 - 1.2.3. the size, location and nature of the workplace
 - 1.2.4. the known occurrence of incidents and/or illness
 - 1.2.5. the number and distribution of employees at the workplace

1.2.6. the volume and distribution of students

1.3. After the assessment is completed any discrepancies are followed up, including:

- 1.3.1. Where first aid requirements and corrective actions have been identified, ensure these are implemented;
- 1.3.2. Where new equipment is implemented, this should be reviewed for effectiveness

2. First Aid Officers

2.1. The appropriate number of trained and appointed first aid officers (including at least one full time staff member) shall vary, having regard to the specific factors outlined below;

- 2.1.1. Size and layout of the campus
- 2.1.2. Location of campus
- 2.1.3. The number and distribution of staff
- 2.1.4. The spread of opening hours of SCEI campuses;
- 2.1.5. Nature and hazards of the work;
- 2.1.6. Statistical information on accidents, illnesses or incidents; and
- 2.1.7. Distance of SCEI campuses to the nearest medical facilities.

2.2. SCEI shall ensure staff assigned to the role of First Aid Officer are appropriately trained and maintain currency

- 2.2.1. First Aid Certificate updates occur before the certificate expires (every 3 years)
- 2.2.2. An Annual CPR refresher is required to maintain First Aid Officer currency of practice

2.3. First Aid Officers will be provided with appropriate time from their normal duties to enable them to undertake required first aid training or refresher training

2.4. On no occasion will the First Aid Officer administer first aid assistance beyond that for which they are qualified and have maintained competency. First Aid Officers are authorised to administer first aid and are not paramedics or General Practitioners. First Aid assistance will only be limited in line with the First Aid Officer's recognised capability and authority. Assistance outside of this capability can only be supplied by appropriately authorised and trained medical professionals.

3. First Aid Equipment

3.1. First aid equipment, facilities and First Aid Officers will be available to all staff, students and visitors during normal operating hours of each campus.

3.2. A first aid kit is provided on each level of each campus and its location is identified by a first aid kit sign

3.3. All first aid items must be in the first aid kit container, not locked and contents protected against dust and damage

3.4. The contents and items contained within the first aid kit should be determined as part of the first aid risk assessment but will contain basic equipment for administering first aid for injuries including:

- 3.4.1. cuts, scratches, punctures, grazes and splinters
- 3.4.2. muscular sprains and strains
- 3.4.3. minor burns
- 3.4.4. broken bones
- 3.4.5. eye injuries
- 3.4.6. shock

- 3.5. The First Aid Officer is to conduct a monthly check of all first aid kits in their workplace to ensure items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with. The First Aid Officer is to complete the **FLCHK75 Workplace first aid kit checklist** and submit it to the relevant Occupational Health and Safety Officer.

4. Provision of First Aid Treatment

- 4.1. First aid officers are to treat the injured/ill person according to accepted first aid protocols and within their level of first aid competency.
- 4.2. First aid officers are required to follow Standard Precautions to minimise the transmission of infection. Standard Precautions apply to all persons regardless of their presumed infection status, and in the handling of:
- 4.2.1. Bodily fluids, blood, secretions and excretions (except sweat), regardless of whether they contain visible blood;
 - 4.2.2. Non-intact skin;
 - 4.2.3. Mucous membranes; and
 - 4.2.4. Dried blood and other body substances, including saliva
- 4.3. Infectious waste associated with first aid treatment must be disposed of appropriately
- 4.4. It is the right of all persons to decline first aid treatment. In situations where an injured/ill person declines first aid treatment, the SCEI first aid officer must inform the person of the potential consequences of them declining to be treated, and ensure that this is documented on the FOR273 First Aid treatment form and submitted to the Occupational Health and Safety Officer and documented in the RGTR19 Register of Injuries
- 4.5. If first aid officers are advised that a person they are treating has a medical condition/s, they are required to treat such information confidentially. Such information must only be revealed to Emergency Services should they be required to attend
- 4.6. If it is a medical emergency and there is any doubt about the health of the person, Emergency Services, Phone 000 must be contacted

5. Recording and Reporting

- 5.1. Any work related accident, illness, work injury or incident occurring on SCEI premises or whilst on SCEI business and requiring the administration of first aid must be recorded on a FOR273 First Aid treatment form and RGTR19 Register of Injuries.
- 5.2. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the WorkSafe on (13 23 60) or SafeWork on (1800 777 2090)

6. Indemnification and Liability

- 6.1. Members of staff who hold a current first aid qualification and who are assigned by SCEI as a First Aid officer and who render first aid assistance during the course of their first aid duties as empowered by this policy and procedure shall be indemnified by SCEI in respect of legal actions taken against them, provided such assistance or lack of assistance is not proven to be the result of wilful negligence.
- 6.2. Medical expenses incurred during the treatment of illness and/or injury is the responsibility of students, staff or visitors. This includes costs associated with emergency services response in the direct treatment or transport of the student, staff or visitor for which first aid treatment is provided.

RELATED DOCUMENTS

- PP08 Critical Incident Policy and Procedure
- MISXX Emergency Response Procedures Manual
- FOR06 First Aid Risk Assessment form
- FOR04 First Aid Treatment form
- FOR03 Accident and Incident Register
- First Aid Kit Checklist

LEGISLATIVE CONTEXT

- Compliance Code: First Aid in the Workplace (Edition No.1, September 2008).
- Occupational Health and Safety Act 2004 (Victoria)
- Safe Work Australia: First Aid in the Workplace Code of Practice, February 2016
- Standards for Registered Training Organisations (RTOs) 2015; Standard 8.5
- Workplace Health and Safety Act 2011 (South Australia)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 6

RESPONSIBILITIES

Occupational Health and Safety Officer

- Ensure that a first aid assessment is undertaken in all areas to determine First Aid requirements
- Identify and appoint First Aid Officers within various work areas and arrange suitable training
- Ensure that there are sufficient first aid kits within the work areas and that these are checked regularly
- Maintain a register of First Aid Officers
- Schedule First Aid and refresher training as appropriate
- Order first aid stock, as advised by the First Aid Officers
- Develop and maintain signs which indicate location of SCEI First Aid Officers, first aid kits and emergency contact details

First Aid Officers

- Administer emergency first aid treatment within their level of competence, to SCEI staff, students and visitors
- Ensure that they are aware of the location of first aid kits at their campus
- Ensure that they are aware of Emergency telephone numbers at their campus
- Arrange prompt and appropriate referral for injured/ill person who require further treatment
- Arrange appropriate transportation for the injured/ill person if required, e.g. contacting Emergency services
- Remain with the injured/ill person until medical assistance arrives, and if required comply with the instructions of Emergency services
- Record first aid treatment provided using the FOR273 First Aid treatment form and enter into the RGTR19 Register of Injuries
- Notify the Campus Manager, Training Manager and/or Occupational Health and Safety Officer of any incidents requiring transport to medical assistance
- Report hazards/risks to the Occupational Health and Safety Officer
- Check first aid kits on a monthly basis and arrange for restocking of kits via the Occupational Health and Safety Officer
- Report any deficiencies in the provision of first aid to the Occupational Health and Safety Officer

- Ensure that there are no unauthorised items in First Aid kits (e.g.: sharps, medications, aspirin/paracetamol, tourniquets, disinfectant, and creams).
- Provide the Occupational Health and Safety Officer and Human Resource Coordinator with a copy of current first aid certificate for staff records

Human Resource Coordinator and Managers

- Ensure that all staff are inducted in terms of:
 - First aid
 - Location of first aid kits
 - Identification of first aid officers
 - Hazards within the specific campus
 - Appropriate procedures to follow in the event of an incident
 - Emergency contact details

All Staff

- Ensure that they:
 - Know the first aid officers at their campus
 - Know the location of first aid kits in their work area
 - Know the Emergency telephone numbers at their campus
 - Request the assistance of a first aid officer without delay, in any situation where first aid may be required
 - In the absence of a SCEI First Aid Officer, arrange medical assistance as required. (Including an Ambulance - 000)
 - Remain with the person requiring first aid until a SCEI first aid officer or medical assistance arrives
 - Complete a FOR273 First Aid treatment form
 - Notify the Occupational Health and Safety Officer of the need for replacement of first aid consumables, following an incident
- Report any deficiencies in the provision of first aid or OHS/WHS to the Occupational Health and Safety Officer

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