

LA TROBE UNIVERSITY

FIRST AID PROCEDURE

1. **PURPOSE**

To provide practical guidance for Heads of Schools and Managers to implement a process that will provide timely access to first aid for activities undertaken during the course of work or study at La Trobe University.

2. **DEFINITIONS**

First Aid

First aid in the workforce is the provision of emergency treatment and life support for people suffering injury or illness at work.

First Aider

A person who has undertaken a certificate First Aid training course to provide initial first aid care to the ill or injured.

Code of Practice

Practical guidelines on meeting the requirements of the Occupational Health and Safety Act. Section 21 (2) (d)

3. **PROCEDURE**

3.1. **Responsibilities**

3.1.1. **The Dean, Head of School /College or Divisional Manager is required to**

- Ensure a first aid assessment as per the Code of Practice for First aid in the Workplace 1995 is undertaken
- Appoint and train designated first aiders
- Ensure first aid kits are provided and maintained
- Provide employees with practical instructions in the nature of first aid facilities, the locating of first aid kits, the names and work locations of trained first aiders and the procedures to be followed when first aid is required.

3.1.2. **First Aiders Responsibilities**

- The provision of a service for emergency treatment, of injury or illness within their competencies.
- Arranging prompt and appropriate referral for patients who require further treatment.
- The maintenance of first aid facilities, including first aid equipment and checking and restocking first aid kits.
- The recognition and reporting of deficiencies in the first aid service to the area manager or safety Committee.

3.2 First Aid Assessments

First Aid assessments must be undertaken in each area / department to determine what are the appropriate first aid facilities and suitably trained people. The assessment should be documented in consultation with the first aider and the Health & Safety Representative with consideration to

- Size and layout of the workplace
- The number and distribution of employees including arrangements such as shift work, after hours and field trips.
- The nature of hazards and the severity of the risk
- The location of the workplace
- Known occurrences of accidents or illness.

The first aid assessment process can be organised through the OH&S Section.

3.3 First Aiders

The number and competencies of first aiders will vary between workplaces depending on assessment factors. It is desirable that first aiders be selected from those staff members whose duties normally do not take them away from the workplace.

Prospective first aiders should be,

- Staff who show evidence of enthusiasm and a capacity to deal with injury and illness;
- Able to relate well to other staff.
- In reasonable health:
- Able to exercise sound judgement especially in relation to the need to involve other support services.
- Able to be called away from their ordinary work at short notice.
- Appointed to this role of their own, free will.

There must be sufficient first aid personnel for all areas with consideration given to after hours and field trip requirements

3.4 First Aid Training and Certification

First aiders undertake the initial treatment of people suffering injury and illness. The treatment provided by first aiders should be consistent with their training and competency. When in doubt a first aider should recommend that an employee seek medical advice. A first aider should not be responsible for ongoing care.

3.4.1. First Aid training must be undertaken by an approved State Training Board provider and must be based on the outcomes of the assessment.

First aid in the workplace training must cover the following

- Principals of First Aid, Aims of first aid and priorities of care,
- Primary assessment DRABC
- Expired Air Resuscitation EAR,
- Cardio Pulmonary resuscitation CPR,
- Hygiene, infection control and medical waste removal.
- Reports and legalities First Aid kits. Practical decision making.
- Function of respiratory and circulatory systems
- Cardiac emergencies.
- Secondary assessment & altered conscious state
- Burns Fractures, theory and practical Soft Tissue Injury, theory and practical Head Injuries, Spinal Injuries

Eye Injuries,
Respiratory emergencies, Asthma, hyperventilation
Diabetes, Stroke, Epilepsy
Allergic reactions
Poisoning moving a patient
Material Safety Data Sheets and how to read them.

A First Aid in the Workplace certificate will last three years if an annual Cardio Pulmonary Resuscitation (CPR) training session is undertaken.

When, renewal of certificates falls due, first aiders should be free to relinquish their first aid appointment, if they so desire, as personal commitment is essential

The cost of attending a training course will be met by the appropriate faculty / zone.

3.5 The First Aid Register.

Area managers are required to maintain a register of qualified first aiders in their area. The register shall be displayed in a central area and contain first aider names, first aider locations, contact numbers, qualifications, first aider providers, dates of certification and dates of expiry. Refer to 6.1

Where a zone committee is established the first aid register may be maintained by that committee.

3.6 First Aid Kits.

The nominated first aider shall be responsible for maintaining the first aid kit

3.6.1. The Container.

The first aid container should be prominently displayed easily recognised with a white cross on a green background, accessible and the contents protected against dust and damage. The first aid kits should not be locked

3.6.2 Signage

The location of each kit shall be signposted.

3.6.3. The Contents.

Contents shall be supplied in quantities appropriate to the work area and be reviewed and maintained on a regular basis by the first aiders.

First aid kits should include the following items but not be limited to,

- Emergency services telephone numbers and addresses,
- Names and contact numbers of first aiders
- Basic first aid notes
- First Aid record of treatment forms
- Pen and note pad.
- Resuscitation masks.
- Individually wrapped sterile adhesive dressings. (Band-aids)
- Sterile eye pads
- Sterile covering for serious wounds.
- Triangular bandages.
- Safety Pins
- Small sterile non-medicated wound dressings.

Medium sterile non medicated wound dressings.
Large sterile non-medicated wound dressings.
Adhesive tape
Crepe bandages.
Disposable gloves Scissors.

Advice on the purchase of first aid equipment may be gained through the OH&S section

3.6.3 Additional modules

Where risks or hazards have been identified during the assessment, additional modules may be required in the first aid box. First aiders must be trained in the use of these additional modules.

Eye module.

This module should be included in the basic first aid kit where,

- Chemical liquids or powders are handled in open containers.
- Spraying, hosing, compressed air or abrasive blasting operations is carried out.
- There is any possibility of flying particles.
- Welding, cutting or machining operations are conducted and
- Where wearing of eye protection is recommended.

Note: The eye module does not replace the need for general eye wash facilities.

Burns Module.

This module should be included where there is a possibility of a person sustaining a serious burn. Such places may include,

- Places where heat is used in the process
- Flammable liquids are used
- Chemical acids or alkaline are used
- Other corrosive chemicals are used

Field Trips.

All vehicles and caravans used on field trips, (excluding those to other workplaces) must travel with a standard first aid kit.

Where people will be working in remote locations away from medical assistance an assessment of the likely hazards that may occur must be reviewed and appropriate equipment taken.

The following items should be considered for inclusion in field trip first aid kits.

Emergency reference manual
Broad crepe bandages (for snake bites)
Cervical collar (for spinal / neck injuries)
Large clean sheeting (for covering burns)
Thermal blanket (for treatment of shock)
Basic splints.
Single use cold packs
Eye wash
Analgesics. (First aiders must be trained on the use)
Communication link. I.e Whistle (for attracting attention), phone, V sheet, Eperb distress signal
Torch / flashlight

Note: All first aiders going on field trips must have appropriate training in the usage of the specific equipment. The field first aider is responsible for reviewing the field trip kit prior to each field trip.

3.6.5. Recording Reporting and Confidentiality.

First aiders must record all first aid treatments on the First Aid record (6.2). A supply of these forms are to be kept with the first aid box. The original copy of the first aid record must be forwarded to the OHS section. If first aiders have been advised that persons in their workplace have medical conditions they are required to treat such information in the utmost confidence. Such information may only be revealed to the appropriate personnel, should a medical emergency occur.

3.6.6 Infection Control.

First Aiders are required to follow infection control guidelines to minimise the transmission of infection. It is recommended that all first aiders be immunised against Hepatitis B. The costs of immunisation shall be met by the school / departments.

Note: All medical waste must be disposed of as per University procedures.

3.7 Indemnity and Insurance

University first aiders are covered under the University's liability and professional insurance policies for claims arising from negligence in carrying out first aid treatment undertaken in connection with University activities, if that treatment falls within the scope and competence of the first aider's level of training and is not a deliberate or wilful act with the intent to cause the person harm or injury.

3.8 Employee Awareness

The names of first aiders and their contact numbers should be displayed near all first aid boxes and in a central location in each area. All new employees must be informed of who the area first aider is and how first aiders can be contacted.

4. REFERENCE

OH&S Act 2004
Code of Practice, First Aid in the Workplace. 1995
Accident Compensation Act 1985

5. CROSS REFERENCE

La Trobe University Incident Report Procedure
La Trobe University Field Trip Procedure
La Trobe University Hazardous Waste Procedure

6. DOCUMENTATION

Sample of first aid register.

The Executive Occupational Health and Safety Committee approved these procedures at its meeting on 6th December 1999.

Editorial Changes: July 2005

First Aid Register Sample

Faculty / area

Name	Location	Contact No	Annual CPR date	Certificate Expiry	First Aid Trainer