

“HOW TO BE A... FIRST AIDER at La Trobe University

First Aid is the initial treatment of people suffering an injury and illness and begins at the scene of the injury/illness. First aiders are not responsible for ongoing treatment. As a designated LTU First aider you will be covered under La Trobe University insurance policies when treatment given falls within the scope and competence of a first aider's training, and is not a deliberate or wilful act with the intent to cause personal injury or harm.

BACKGROUND

The University recommends that:

- A minimum of one suitably trained first aider is available in each area. Further first aiders may be required where the risks are higher or when field trips are undertaken.
- First aiders should be available to attend the ill or injured in adjoining work areas when required.
- All security guards are trained in first aid.
- The names and contact numbers of first aiders should be displayed in each area.



Reference to the OHS web site [First Aid procedures](#).

TRAINING:

First Aiders are required to hold a current certification in first aid obtained through an approved provider equivalent to a 'First Aid in the Workplace' (level 2). Certification is for three years and includes an annual update in cardio pulmonary resuscitation.

A register of training is to be maintained by area managers and will contain name, certificate date and annual CPR refresher date along with details of the training provider. *Please provide these details to your manager.*

Field trips to remote areas may require specific first aid training.

WHAT DOES A FIRST AIDER DO!!!

- Provide initial first aid care to their level of training.
- Record details of first aid treatment given. http://www.latrobe.edu.au/hr/forms/First_Aid.pdf. This form should be kept on file in the department for 7 years.
- Arranging referral as required to medical assistance i.e. ambulance, medical centre.
- Maintain first aid equipment / kits and ensuring that a record is kept when (dated) when the first Aid box is checked. For field trip kits - generally 6 monthly or prior to field trips.

FIRST Aid Box

First aid boxes are generally located in staff areas. They should be sturdy, protected from dust and damage, not locked, signed (with white cross /green background) and prominently displayed. Medications such as Panadol or antiseptic creams should be stored in the first aid box.

The **contents** of the first aid kit should be appropriate to hazards in the work area. These may include eye modules where chemicals are used or burns modules, such as kitchens or laboratories.

The basic contents of the first aid should include:

LTU Emergency phone numbers “specific to your campus”, phone numbers, hours of opening and directions to the local medical clinic.

Basic First aid notes,	First Aid record of treatment form,	Pen
Resuscitation masks	Individual sterile adhesive dressings	Sterile Eye pads
Safety pins	Selection of wound coverings	Bandages
Triangular bandages	Disposable gloves	Adhesive tape
Metal Tweezers with alcohol swabs for cleaning		
Additional modules of Burns or eye modules if required		

Please report deficiencies in the first aid service to your area manager or zone safety committee.

First aid supplies may be purchased through OfficeMax.

DEFIBRILLATORS are located in the following areas.

Bundoora:	Library, Agora Theatre, Western Lecture Theatre, Sports Centre and Union Building. There are also three units with security.
Bendigo:	Medical centre and Student Services Area.
Albury Wodonga:	Theatre and Library.
Beechworth:	Motel
City Campus:	Office Area.
Mildura:	Theatre.
Shepparton:	Administration area.

Please refer to the attachment, for orientation information on the LTU AED

CHEMICALS

If **chemicals** are used in your area the first aider should be aware of the location of the Material Safety Data Sheets (MSDS) for each chemical. MSDS provide information on first aid treatment where there is an exposure to a chemical. MSDS usually stored in orange folders within each department. Please note MSDS only have a shelf life of 5 years.

CONFIDENTIALITY:

If a First Aider is advised that persons in their workplace have a medical condition they are required to keep and treat such information in the utmost confidence.

INFECTION CONTROL GUIDELINES

To minimise the transmission of infection First aiders are required to follow, through the wearing of disposable gloves, hand washing and appropriate disposal of medical waste. Incidents involving blood or body fluid spills should be reported and attended to by appropriate trained cleaning staff.

General Principles:

- Collect cleaning materials and equipment
- Wear disposable cleaning gloves
- Eyewear and plastic apron should be worn where there is a risk of splashing occurring
- Wipe up spot immediately with paper towel.
- Place contaminated absorbent material into impervious container or yellow infectious waste bin.
- Disinfect area (bleach solution)
- Wash hands
- Clean eyewear if used.

IMMUNISATION COVER.

It is recommended that first aiders are immunised for Hep B and tetanus. These should be arranged through your supervisor and will be a department charge.

TRANSPORT ARRANGEMENTS;**Emergency Situations:**

An ambulance should be called for all serious injury / illness or stretcher type cases. E.g. chest pain, fall from height, or head injury etc.

Ambulances should be called on 000 and Security alerted on through your Campus emergency number, unless advised differently (i.e. 2222- Bundoora). This is to ensure security is aware of the emergency, are able to direct the ambulance and provide back up first aid assistance to the area first aider.

Be prepared when calling for an ambulance you will be required to give your name, your exact location, your contact phone number, what the medical emergency is.
If possible have someone on "look out for the ambulance"

All ambulance cases will be taken to a public hospital and patients are responsible for accounts. Payment for an ambulance is up to the individual. A claim for ambulance costs may be covered under WorkCover if the injury is work related. The ambulance officers will generally make the call related to the need for an ambulance.

Please note: at Bundoora Campus the La Trobe University Medical Centre **does not** have an emergency service.

Non Emergency Situations – non life threatening

Always recommend that a patient seek further medical treatment, preferably through the patient's own doctor, otherwise through a local medical centre or emergency department.

If referring a patient to a medical centre it is recommended that you contact the medical centre prior to sending a patient. Security may be able to assist in providing transport –(Bundoora).

First aiders are not responsible for any payments.

If an employee is injured at work and the injury is work related a claim for workers compensation should be made by the patient. Further information is available from the OHS Section on 9479 2101

PROTOCOLS : Incident requiring first aid assistance.

- 1: A local first aider should be contacted or security on the all emergency campus number (i.e. 2222 -Bundoora).

Note all security staff are trained in first aid and are required to hold current first aid certificates.

- 2: The first aider undertakes initial care to their level of training of the injured.
It is important to have extra hands to assist in crowd control, phone messages and be a support to the first aider especially when awaiting an ambulance. Generally security staff will take on this role if called.
- 3: Ambulances to be called for all serious cases such as falls from height, unconsciousness, chest pain, obvious leg fractures or spinal injuries.
- i call an ambulance on 000
 - ii alert security on the campus emergency number (if applicable)

First aid situations thought to be minor- no ambulance required.

The first aider to treat the ill/injured person to their ability and make a decision to refer the injured on if required.

Where a first aider recommends the ill/injured person seeks medical advice.

Either Refer the ill/injured to their own doctor.

Or refer to a Local Medical Centre –***But Always Call first***

LOCAL MEDICAL CENTRES**Bendigo**

Campus Emergency Response team called on to assist, by telephoning **7999** (or 5444 7999 from your Mobile Phone) (this is a 24 hour service). If for some reason there is no answer dial 0 000 and ask for the Emergency Service required.

For non-emergency situations, please call Campus Health Services Reception on (03) 5444 7390 to make an appointment to see the Campus Nurse (more urgent cases will be given priority).

Bundoora

La Trobe University Medical Centre
Cnr Plenty Rd and Kingsbury Drive.
Bundoora
Phone: 9473 8885

or Summerhill Medical Centre
830 Plenty Road
Reservoir (past Target / Safeway)
Phone: 9471 3788

or

Hospital Casualty

Austin Hospital
145 Studley Road, Heidelberg.
Ph: 9496 5000

or Northern Hospital
185 Cooper St, Epping
Ph: 8405 8000

Transport to medical centre:

Students: Suggest a family member or friend to accompany the injured to medical assistance, or Security may be able to assist in transport to the above medical centres.

Staff: A family member or friend or Security may be able to assist to get someone to the local medical centres but will not be able to bring a person back. Cab charges may be required!

Other campuses and research centres:

Emergency Situations: Refer to campus emergency numbers.

Non emergency situations: Refer to your local medical centres/emergency departments

Appendix: Life Pak CR Plus Orientation

<p>Overall Unit –check unit for signs of damage or any tampering. If any damage notice noticed return unit to Red Cross</p>
<p>On-Off Button – The On-Off button opens the defibrillator lid and turns the defibrillator on. Pressing and holding the button for approximately 2 seconds after the lid is open turns off the defibrillator.</p>
<p>Quick – Pak Electrodes – Check used by date below the readiness display. This date tells you when the electrode packet and battery charger must be replaced. The Quik-Pak is pre connected to the defibrillator and contains a set of electrode pads. For infants or children who are less than eight years of age or weigh less than 25kg (55lbs), use Infant/child reduced energy defibrillator electrodes.</p>
<p>Charger Pak battery – The charger –Pak battery delivers a trickle charge to the internal battery. The battery charger can provide a charge for approximately 2 years, as long as the defibrillator is not used. Expiry Dates on all charge packs and electrode packs is March 2011</p>
<p>Ensure the defibrillator speaker is working –</p> <ol style="list-style-type: none"> 1) press the ON-OFF button to open and turn on the defibrillator 2) Confirm the voice instructions sound 3) Press and hold the ON-Off button for approximately 2 seconds to turn off the defibrillator. Three tones will sound <p>Close and latch the lid. Do not reopen the lid unless necessary. Doing so will reduce the power.</p>
<p>Lid Caution – After completing the initial inspection, do not open the lid unnecessarily. Each time you open the lid, the defibrillator turns on and the internal battery power is reduced. After 30 minutes of cumulative on time, the charge Pak indicator appears on the readiness display indicating charge –Pak battery charger and the Quick-Pak electrode should be replaced.</p>
<p>Readiness Display –</p> <ol style="list-style-type: none"> 1) OK – the unit is ready for use 2) Battery Indicator – The battery charge pack needs to be replaced or is not installed. 3) Exclamation Indicator – There is a condition that prevents or could prevent normal operation of the defibrillator. Service is required. Return to Red Cross.
<p>IrDA Port – The infrared data Association defines specifications for infrared wireless communications. The IrDA port provides wireless communications for transferring data from your defibrillator to a PC.</p>
<p>Quick Reference card – located under the lid, provides abbreviated graphic directions for using the defibrillator to treat a victim in cardiac arrest.</p>
<p>Electrode Indicator – The electrode indicators flash red until the pads are applied to the victim's chest. When the pads are successfully applied the indicators turn solid green and the defibrillator can perform an analysis. In addition, electrode indicators briefly flash when the defibrillator performs an automatic self test.</p>
<p>Shock Button – The shock button is only provided in the semiautomatic model. When pressed this button delivers a shock to the victim. You cannot deliver a shock to a victim unless the defibrillator instructs you to do so.</p>
<p>Warnings – Refer to operating Instructions for Lifepak CR Plus <i>pages 1-4 and 1-5 general warnings.</i></p>
<p>Using the defibrillator – Recommend client undertakes a course in CPR or Senior First Aid to gain competency in practical use of an AED</p>
<p>Maintenance-</p> <ol style="list-style-type: none"> 1) Replace Charge –Pak and Quick-Pak electrodes upon expiry date or after use or if charger-Pak symbol appears in the readiness display-<i>refer to operating instructions pages 5-4, 5-5, 5-6.</i> 2) Cleaning <i>refer to Operating Instruction Manual page 5-2.</i> 3) Regularly check readiness display to ensure OK symbol appears
<p>Service and Supplies – contact your local Red cross office, through LTU Workplace Environment and Wellbeing</p>