

17.2 Provision of First Aid Policy

Procedures number:	17.2	Version:	1.1
Drafted by:	ML, BV	Endorsed by Board on:	June 2020
Responsible person:	EO	Scheduled review date:	June 2021

PURPOSE

The Provision of First Aid policy addresses the first aid requirements for Interchange IE's staff and volunteers to meet the organisations obligations around baseline standards for health and safety and associated training.

SCOPE

Interchange IE strives to protect the health and wellbeing of all participants, staff and volunteers and ensure that any person who is injured receives the appropriate care, treatment and support within Interchange IE's resource capacity and duty of care obligations.

POLICY

Interchange IE staff and volunteers (endorsed for First Aid training) will demonstrate an awareness of first aid requirements and associated procedures when participating in Interchange IE service provision, programs and activities.

PROCEDURE

- a. Current First Aid and CPR qualifications are mandatory for any staff member that directly supports Interchange IE participants. Staff will not be able to work with participants if their qualification has expired. Interchange IE monitors the currency of staff First Aid and CPR qualifications. Interchange IE will fund the renewal of First Aid and CPR qualifications for staff who work directly with participants or who have been delegated the role of First Aid officer.
- b. In the event of an accident or injury First Aid will be administered as required and medical assistance sought if necessary. First Aid will be administered in accordance with the Infection Control Guidelines.
- c. First Aid supplies, equipment and cleaning materials will be provided, checked and maintained in line with all relevant Health and Safety legislation and codes of conduct.
- d. All required documentation of the incident/injury will be reported on the Incident Register. All staff and volunteers witnessing an incident where injury is sustained, are required to report all relevant details in a clear and accurate manner.
- e. The First Aid Kits are to be located in the staff room and in all Interchange IE vehicles.
- f. All support staff and delegated First Aid officers will be trained in First Aid, with training updated every 3 years. CPR training is required to be updated annually. At any Interchange IE facility there will be a minimum of 2 trained First Aid officers.
- g. All employees and volunteers who use vehicles in the course of their work will be required to carry a First Aid kit in their vehicle or in a backpack when accessing the community. It is expected that participant families will be provide Interchange IE employees access to adequately stocked First Aid kits.

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- h. The OH &S officer is required to be responsible for the quality of First Aid kits and is required to carry out regular checks to ensure contents are complete and within use by date.

i. Injuries

1. In the event that an individual, whether they are an employee, volunteer or participant, sustains an injury, immediate First Aid should be sought.
2. If the injury is minor and can be treated on the spot with the use of the First Aid kit and personnel, then it should be attended to as soon as possible and recorded appropriately in the Incident register.
3. In the event of more serious injuries, an ambulance should be called immediately, and the incident recorded in the Incident register. The family/carer/advocate is to be contacted immediately. If the Incident occurs on a weekend or after hours, the On-Call number must be called to either seek guidance or advise of the incident.

j. Blood spill

In the event that the injured person has an injury that results in blood or body fluid discharge, a Body Fluid Spill Kit which includes protective equipment such as gloves and aprons should be used by the First Aider and anyone assisting with the injured person. Any items from the spill kit which are used must be immediately and safely disposed of. The use of a Body Fluid Spill Kit must be reported so that the kit or its contents can be replaced.

k. Register of injuries

1. A register of injuries for staff is maintained. Any administration of First Aid treatment for participants, staff and volunteers is recorded in the Incident register.
2. The Occupational Health and Safety Officer or designated First Aider will be required to ensure that:
 - i. the required information is recorded in the Incident register
 - ii. the records are kept for at least five years
3. All injured staff are to be provided with Worksafe information, all staff and volunteers are encouraged to seek medical attention in accordance with the severity of their injury

l. Defibrillator

The location of defibrillators is mapped to identify the closest to any major Interchange IE facility e.g. Canterbury, Surrey Hills or Balwyn Leisure Centre.