



---

## First Aid Policy

---

**Document Status:** Draft or Final

**Date Issued:** [date]

**Lead Author:** [name and position]

**Approved by:** Weave **Board of Directors** on [date]

**Scheduled Review Date:** [date]

---

### Record of Policy Review

Review Date	Person Initiating/Leading Review	Other People Consulted

### Triggers for Policy Review (tick all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Standard review is timetabled.   | <input type="checkbox"/> Internal / organisational factors   |
| <input type="checkbox"/> A gap has been identified  | <input type="checkbox"/> A stakeholder has identified a need, eg by email, telephone etc                                   |
| <input type="checkbox"/> Additional knowledge or information has become available to supplement the policy.     | <input type="checkbox"/> A serious or critical incident has occurred, requiring an urgent review.                          |
| <input type="checkbox"/> External factors   | <input type="checkbox"/> Need for consistency in service delivery across programs and organisations.                       |
| <input type="checkbox"/> Policy is no longer relevant/current due to changes in external operating environment. | <input type="checkbox"/> Separate, stand-alone policy is now warranted   |
| <input type="checkbox"/> There are changes to laws, regulations, terminology and/or government policy.          | <input type="checkbox"/> A near miss has occurred, requiring a review to prevent a serious/critical incident in the future |
| <input type="checkbox"/> Changes to funding environment, including requirements of funding bod(y)ies            |  |
| <input type="checkbox"/> Other (please specify).  |  |

**Additional Comments**

*[for example, policy now covers details related to new legislation].*

---

# First Aid Policy

## 1. Purpose and Scope

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness.

First aid services are an important element of occupational health and safety, facilitating first initial treatment for:

- Injuries that may occur in the workplace (including fieldwork); and
- Acute personal sickness that may impact on staff members, consumers or others while at Weave's premises.

## 2. Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders are any people providing first aid.

Premises include offices and vehicles.

## 3. Principles

The aims of first aid are to preserve life, prevent harm and promote recovery.

First Aid requirements are determined by NSW Occupational Health and Safety Regulation 2001.

Weave is committed to the provision of high quality first aid.

## 4. Outcomes

Any person on Weave's premises (staff, Board members, consumers, volunteers, students, visitors) have reasonable access to first aid assistance should an injury or illness occur.

First aid assistance is provided by trained first aiders, where possible.

## 5. Functions and Delegations

Position	Delegation/Task
Board of Directors	<p>Endorse First Aid Policy.</p> <p>Compliance with First Aid Policy.</p> <p>Promotion and maintenance of occupational health and safety.</p>
Management	<p>Compliance with First Aid Policy.</p> <p><u>Director</u> Ensure adequate resources are allocated for carrying out first aid in accordance with this First Aid Policy.</p> <p>Determine number of staff to be trained First Aid Officers.</p> <p>Review the performance of staff regarding occupational health and safety responsibilities and potential needs for first aid.</p> <p>Ensure that appropriate first aid records are kept.</p> <p><b><u>[specify position]</u></b> Provide appropriate supervision to ensure that staff and other personnel comply with the First Aid Policy.</p> <p>Develop risk assessments for first aid.</p> <p>Appoint First Aid Officer roles and ensure the provision of regular and appropriate training.</p> <p>Ensure the provision, maintenance and proper use of first aid facilities, such as first aid kits and personal protective Equipment (PPE).</p> <p>Ensure corrective action is implemented for all incidents and accidents involving first aid.</p>
Staff	<p>Compliance with First Aid Policy.</p> <p>Participate in development of risk assessments for first aid.</p> <p>Participate in induction and first aid training programs as instructed by the supervisor.</p> <p>Ensure emergency procedures and equipment are in place for high risk activities.</p> <p>Wear PPE as provided compliance with first aid training.</p>

	<p>Review and update first aid provisions in relation to changes in work activities. This should be done in consultation with the supervisor.</p> <p><u>Designated First Aid Officer</u> Administer first aid to sick and injured person(s) in accordance with the principles of this policy.</p> <p>Control access to the first aid rest room (if applicable).</p> <p>Ensuring first aid qualifications are current.</p> <p>Undertaking annual cardio pulmonary resuscitation (CPR) refresher training.</p> <p>Maintenance of first aid kits.</p> <p>Maintaining contact details near first aid kit, including emergency contacts and priority contact personnel.</p>
--	--

## 6. Risk Management

First aid risks are regularly assessed, identified and managed.

Employees are educated in first aid awareness.

Appropriately qualified staff are trained first aid personnel.

Mechanisms are in place for monitoring compliance with first aid policies.

## 7. Policy Implementation

Weave ensures effective implementation of first aid through:

- staff having access to policies and procedures relating to first aid
- provision of tailored training to persons with specific tasks
- record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE
- mechanisms for monitoring compliance with first aid.

## 8. Policy Detail

Weave is committed to providing a safe and healthy environment for all staff, Board members, students, visitors and consumers.

---

## 8.1 Assessing First Aid Requirements

Workplace activities influence potential harmful consequences for staff, consumers and others. Each worksite is likely to have different first aid requirements.

The Director will determine the number of designated First Aid Officers, the type of First Aid kit required and the organisation's approach to first aid response.

Staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

## 8.2 Designated First Aid Officer

Trained First Aid Officers include the following:

- a person who holds a current first aid certificate issued after successful completion of an approved first aid course; or
- a person who holds a current occupational first aid certificate issued after successful completion of an approved occupational first aid course; or
- a level 3 or greater NSW ambulance officer; or
- a registered nurse; or
- a medical practitioner.

A person with one or more of the above qualifications is appointed by the organisation to be the designated First Aid Officer.

A designated first aid officer will be appointed when there are more than **[insert number]** employees and consumers at one site.

Appointed first aid officers are required to receive a weekly allowance as set out in their award.

## 8.3 First Aid Facilities

First aid facilities are provided that are adequate for the immediate treatment of injuries and illnesses that may arise at the workplace.

First aid kits supplied comprise items in accordance with NSW WorkCover guidelines. First aid kits are maintained by the designated First Aid Officer. Emergency telephone numbers are clearly marked on each first aid kit.

---

## **8.4 First Aid Response**

While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

The designated First Aid Officer is informed of the need for first aid, and will respond immediately if available.

Emergency medical care and/or an ambulance is to be called if required.

Staff trained in first aid provide first aid assistance if there is no designated First Aid Officer present and emergency medical care and/or an ambulance has not yet arrived.

## **8.5 Personal Protection**

First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.

Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- before and after contact with an ill or injured person
- after contact with blood or and/or other body fluids or contaminated items
- when protective gloves are removed.

When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent.

Weave provides personal protective equipment (PPE) to protect first aiders and ill or injured persons from risks of exposure to harm from sharp objects and blood or other body fluids. PPE complies with relevant Australian standards and includes:

- disposable PVC, latex, and/or heavy duty gloves
- eye protection, such as goggles and safety glasses
- safety footwear
- resuscitation masks.

See Infection Control Policy for more information on the prevention and management of the spread of infection.

---

## 8.6 First Aid Records

First aid records are integrated with the organisations incident and accident reporting system. See Work Health and Safety Policy for more detail.

An Incident Report form is completed by the trained First Aid Officer and/or person providing first aid and includes:

- date and time
- name of person receiving first aid
- description of symptoms
- treatment provided
- name of person providing first aid
- referral arrangements (e.g. ambulance, hospital, medical service)
- name of person completing Incident Report form.

The original copy of the Incident Report form is retained securely in the Weave office.

If a person is transferred to a medical facility, a copy of the Incident Report form is to accompany them.

All persons receiving and providing first aid have access to relevant Incident Report forms arising from first aid incident.

## 9. References + Resources

### 9.1 Internal

Occupational Health and Safety Policy  
Infection Control Policy  
Incident Report Form

### 9.2 External

#### Legislation

Work Health and Safety Act 2011 (Commonwealth)  
Model Work Health and Safety Regulations 2011 (Cth)

#### Resources

WorkCover NSW 2004, *The Community Services Safety Pack: A Guide to Occupational Health & Safety*. WorkCover NSW, Gosford.

WorkCover Authority of NSW website:

[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

---

*This policy is adapted from the NADA First Aid Policy.*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)

### **9.3 Quality and Accreditation Standards**

#### **EQulP4**

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 3.2: The organisation maintains a safe environment for employees, consumers/patients and visitors.

Criterion 3.2.1: Safety management systems ensure safety and wellbeing for consumers/patients, staff, visitors and contractors.

#### **Health and Community Service Standards (6<sup>th</sup> edition)**

Provided by the Quality Improvement Council (QIC)

Standard 1.7: The organisation identifies, assesses and manages risks to ensure continuous, safe, responsive and efficient services.

Evidence Question: What is the evidence that:

- a) the organisation understands that risk has dimensions that include strategic, governance, operational, property, financial and clinical risks?
- b) the organisation compiles with the legislative context in which it operates and which defines relevant risks?
- c) there are planned and systematic ways of collecting and analysing data that address potential and actual risks to the organisation as a whole and to the services it provides?
- d) procedures are implemented to manage and respond to risks in a timely way?

#### **9.4 National Mental Health Standards**

N/A

#### **9.5 Recovery Oriented Service Self-Assessment Tool (ROSSAT)**

N/A

#### **9.6 NSW Disability Services Standards (DSS)**

N/A