

THE NORTHCOTT SOCIETY

FIRST AID POLICY

VOLUME:	2	Management & Organisational Issues
SECTION:	B	Occupational Health & Safety & Workers' Compensation
SUB-SECTION:	A	OH&S - General
REVIEW DATE:		October 2008
BOARD APPROVAL:		Not Applicable

1. Policy

It is Northcott's policy that:

- First Aid Personnel are appointed and trained in accordance with the requirements of the Occupational Health and Safety Act 2000.
- Site Managers ensure this procedure is implemented on their site.

2. Scope

This policy / procedure applies to all staff / volunteers who are recognised as First Aid Personnel for The Northcott Society.

3. Objectives

First Aid is the initial and immediate attention provided to a person suffering an injury or illness. It aims to:

- Preserve life;
- Promote recovery;
- Make the difference between life and death;
- Reduce the severity of the injury or illness;
- Calm the injured person, reducing unnecessary stress and anxiety.

4. What First Aid is Not

- Diagnosis of an injury or illness;
- The provision of treatment which is beyond the First Aider's level of competence;
- Prolonged or long-term treatment, other than simple injury attention such as changing bandages, in accordance with a medical professional's instructions.

5. First Aid Personnel

5.1 Selection Criteria for First Aiders

- A genuine concern for people;
- A commitment to the principles of OH&S; and
- An ability to recognise the limitations of first aid;
- The majority of the working day is on the site.

5.2 Training Requirements for First Aiders

First Aid personnel must:

- Hold a current senior first aid certificate; or
- Hold a current occupational first aid certificate; or
- Hold a Level 3 or greater NSW Ambulance Officer certificate; or
- Be a registered nurse; or
- Be a medical practitioner; or
- Participate in appropriate refresher training.

First Aid personnel in charge of a First Aid room (for example at Northcott head office) must:

- Hold a current occupational first aid certificate; or
- Hold a Level 3 or greater NSW Ambulance Officer certificate; or
- Be a registered nurse; or
- Be a medical practitioner.
- Participate in appropriate refresher training.

Permanent staff will have the cost of the First Aid course and the time to attend the course, paid for in full.

Casual staff are an integral part of Northcott's service delivery. Where a casual staff member has worked for at least 120 hours in the previous quarter, Northcott may consider paying for the cost of the first aid or refresher training required and/or the time to attend the course. Any decisions relating to this type of expenditure must be approved by the relevant Senior Manager.

5.3 Number of First Aid Personnel:

The OHS Regulation 2001 states that where there are more than 25 people at a workplace, including staff, visitors and volunteers, there must be at least one staff trained in First Aid, on each shift.

Where there are less than 25 people at a workplace, the Site Manager is responsible for consulting with staff and other relevant people to implement the most appropriate first aid facilities for the site. Refer Section 9 of this procedure for the definition of Site Manager.

Where staff are employed in a direct care role looking after people with disabilities, each employee requires a current First Aid qualification as part of

their employment contract. A First Aider in this category may also be a First Aider for employees in the work area in accordance with this procedure.

Where staff work away from the workplace, or in situations where the work is conducted from a private home or vehicle, a portable First Aid Kit must be provided.

5.4 First Aid Kits

First Aid Kits are stocked and distributed by the nominated First Aider. The kits:

- are clearly labelled as First Aid, along with the name of the First Aid attendant/s;
- are clearly labelled with First Aiders' contact numbers and emergency contact numbers such as 000;
- contain a list of contents provided with each kit;
- contain a history of the names of people treated, description of symptoms, the treatment given, date and time of treatment and any referral arrangements eg ambulance, hospital, medical services. A copy of this information may be given to the injured person;
- are located in easily accessible areas and are clearly visible.

5.5 First Aid Kit Contents

Description	A	B	C
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5 cm x 5 cm	1	1	-
Bags, plastic for amputated parts: small, medium and large	2 ea	1 ea	1 ea
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	2	-
Eye pads, sterile, 7.5cm x 7.5cm	5	2	-
Gauze bandages 5cm and 10cm	3 ea	1 ea	1 ea
Gloves, disposable, single (vinyl)	10	4	2
Rescue blanket, silver space	1	1	-
Safety pins, packets	1	1	1
Scissors, blunt/short nosed, medium length 12.5 cm	1	1	1
Splinter forceps	1	1	1
Sterile eyewash solution, 10ml single use ampules or sachets	12	6	-
Swabs, pre-packed, antiseptic, packs of 10	1	1	-
Triangular bandages, minimum 90cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First Aid pamphlet (as approved by WorkCover)	1	1	1

- A – For Northcott sites at which 100 or more persons work/ or there is a first aid room.
- B – For Northcott sites at which less than 100 and more than 10 persons work
- C – For Northcott sites at which less than 10 persons work.

6. Transportation of Casualties

The First Aider is responsible for ensuring that the injured person is appropriately transported to further medical attention if required. For ambulance contact 000 after dialling 0 to access an external line.

The First Aider is also responsible for consulting with the relevant Supervisor/Manager as soon as possible to update them on the injury and the action taken, so that the Supervisor/Manager can complete a report and an accident / incident investigation.

7. Reporting on Data

First Aiders are required to submit to the OH&S Committee on a quarterly basis, a list of the incidents recorded and First Aid attention administered.

8. OHS Committee

At the end of June, September, December and March every First Aider will collate their First Aid records and give them to the Personnel Officer for forwarding to the OH&S Committee, who will conduct an audit and ascertain whether any further preventative measures need to be put in place.

9. Managers' Responsibility

The Chief Executive Officer has allocated responsibility for implementing and monitoring the First Aid procedure on each site to the senior manager of the site, known as the Site Manager for the purposes of this procedure. Where multiple managers exist on a site, responsibility will be allocated to a specific manager.

10. Related Documents

- Policy on Occupational Health & Safety
- Accident/Incident Investigation Procedure
- Policy on Injury Management and Rehabilitation

11. Review

This procedure will be reviewed every two years in consultation with First Aiders and the OH&S Committee and will continue to apply until amendments are made.

Authorised by:

Mike Fryer
Director Operations