



First Aid Policy

1. Scope:

First Aid is an important aspect of Work Health and Safety. In recognition of this, the Taillem Bend Community Centre Inc. (TBCC) is committed to providing suitably trained First Aid Officers, together with First Aid Facilities to administer First Aid Treatment.

This policy applies to all employees, volunteers, contractors and visitors of the TBCC

2. Purpose:

The purpose of this document is to provide an overview for the TBCC to establish first aid facilities and services for their organisation.

3. Policy:

TBCC is committed to providing a safe and healthy work environment for employees, volunteers, contractors and visitors. TBCC will endeavour to provide appropriate and adequate First Aid treatment in the event of a person sustaining an injury or illness whether work-related or not.

TBCC will systematically identify causes of injury and work-related illness and assess the risk of injuries and work-related illnesses occurring. The appropriate First Aid Facilities and training will be determined, evaluated and provided.

TBCC will meet First Aid Legislative requirements as a minimum standard and First Aid Kits will be maintained on a regular basis.

4. Definitions:

First Aid is the provision of emergency treatment for people suffering injury or illness at the Centre.

5. Responsibilities:

It is the responsibility of the Board through the CEO to ensure that:

- Adequate and appropriate First Aid Facilities are provided
- Appropriate and adequate training is arranged for First Aid Officers
- First aid Officers' training is up to date and certificate current

It is the responsibilities of **First Aid Officers** to:

- Inspect and maintain First Aid facilities
- Assess if medical assistance is required
- Administer appropriate First Aid in accordance with their training
- Maintain First Aid records as outlined in procedures
- Maintain confidentiality with regard to information obtained as part of their role
- Under the Code of Conduct for Aged Care all incidents must be recorded in an incident management system and managed appropriately against the [Serious Incident Response Scheme reportable incidents workflow.](#)

Glossary –

SAED – semi-automatic external defibrillator – a device enabling an electric shock to be applied across the heart that may be very effective in converting ventricular fibrillation into a normal heart rhythm. The SAED undertakes rhythm analysis and recognition and automatically charges up if a shockable rhythm is identified.

Cardiac - relating to the heart.

Defibrillation - the electrical reversal of ventricular fibrillation of the heart, using an electrical device (defibrillator). Defibrillators may be internal (inside the body), which are inserted by Medical Personnel, or external, using electrical appliances (paddles or pads) applied to the outside of the chest wall.


Fibrillation — a device enabling an electric shock to be applied across the heart that may be very effective in converting ventricular fibrillation into a normal heart rhythm. The SAED undertakes rhythm analysis and recognition and automatically charges up if a shockable rhythm is identified.

Ventricular fibrillation (VF) - a very rapid contraction of the heart that is so fast (over 300 contractions/minute) that there is no effective cardiac output. This results in absent circulation of the blood with no delivery of oxygen and other nutrients to the body organs, resulting in brain death within a few minutes.

Training

Training provided will include as a minimum:

1. Introduction to emergency care and the importance of early defibrillation
2. Safety considerations in the use of the semi-automatic external defibrillators (SAED)
3. Use of the SAED

Date first formulated	December 2015 <i>(Replaces Occupational Health & Safety First Aid Policy adopted 25/02/07)</i>	
Dates approved by Board	V1 V2 V3 V4	June 2016 Feb 2018 Feb 2019 Oct 2022
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Related Documents	First Aid Procedure Accident, Incident Investigation Reporting Procedure Hazard Report Form First Aid Procedures Food Safety Policy Hot Weather Policy Privacy and Confidentiality Policy Work Health and Safety Policy Work Health and Safety Procedures My Aged Care website CHSP Manual National Guide to the CHSP Client Framework (Guide) Serious Incident Response Scheme reportable incidents workflow. Australian Resuscitation Council	
Legislation	Work Health and Safety Act 2012 (SA) Civil Liability Act 1936 Code of Conduct for Aged Care	
Signed on behalf of TBCC Board of Management by: Name: Judy Bagg Position held: Chairperson <div style="float: right; text-align: right;"> Signature:  05/10/2022 </div>		