



First Aid Procedure

1. Procedure

1.1 First Aid Officers

The Board of Management will determine which Employees/Volunteers would like to be trained as First Aid Officers.

The CEO is to arrange the training for First Aid Officers.

A copy of the First Aid Officers' qualifications are to be filed in the CEO HR file.

The name of the First Aid Officer(s) is to be displayed on the emergency representatives list in the hall next to alarm pad.

1. First Aid Kit

The contents of the First Aid Kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The following items should be included in a basic First Aid Kit:

- Emergency services telephone numbers and addresses;
- Basic first aid notes;
- Individually wrapped sterile dressing;
- Sterile eye pads;
- Sterile covering for serious wounds;
- Triangular bandages;
- Safety pins;
- Small sterile un-medicated wound dressing;
- Medium sterile un-medicated wound dressing;
- Large sterile un-medicated wound dressing;
- Adhesive tape;
- Elastic or crepe bandages;
- Scissors;
- Disposable latex gloves;
- Approved resuscitation face mask fitted with a 1-way valve;
- Eye-wash (once –only use container) & guidance notes;
- Disposable face mask;
- Protective eye glasses;

The First Aid Kit must be inspected regularly all use of the kit is to be recorded in the first aid treatment log located in the kit. First Aid Officer's must notify the CEO if stock needs to be replenished.

The CEO will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.

3. First Aid Treatment

If a person requires First Aid treatment the nearest First Aid Officer must be contacted to administer First Aid treatment.

The First Aid Officer must record the following information:

- Name and location of person;
- Type of injury, if known;
- Urgency of matter; and
- Determination if other assistance is required.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine if an ambulance is required. The First Aid Officer will ask the CEO/Other Volunteers to arrange the ambulance.

If the use of a semi-automatic external defibrillator **SAED** (a device enabling an electric shock to be applied across the heart) is required follow voice instruction of SAED as well as 000 advice.

4. First Aid Records

When using supplies from the First Aid Kit the `First Aid Kit Treatment Log` must be completed. The treatment log is kept inside the First Aid Kit. The following details must be entered into the log;

- Date and time;
- Name of injured person;
- Nature of injury/ illness;
- Treatment provided;
- Supplies used;
- Name of attending First Aid Officer.


The First Aid Officer and/or a Work Health and Safety Representative must record details of all injuries using an Injury/Incident Report Form.

The First Aid Officer and/or a Work Health and Safety Representative must complete an Incident Report Form and file it on site.

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](#).

5. Attachments

Appendix A First Aid Treatment Log / Register of Injuries - C:\Users\CSP-TBCC\Dropbox (Tailem Bend Community)\BOM\Policies Procedures reviewed 2020-2022\Tailem Bend Community Centre First Aid Treatment Log _ Register of Injuries reviewed 2022 due 2024.docx

Date first formulated	Replaces Occupational Health & Safety First Aid Procedures V1 adopted 25/02/07	
Dates approved by Board	V1 V2 V3 V4	June 2016 Feb 2018 Feb 2019 Oct 2022
Next Review Date	Oct 2024	
Related Documents	First Aid Policy Accident, Incident Investigation Reporting Procedure Hazard Report Form 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		Signature:  05/10/2022

FIRST AID TREATMENT LOG / REGISTER OF INJURIES

The First Aider is to complete the following details when they provide first aid to a worker or contractor and remind the injured person to complete the Incident and Injury Report and advise their Team Leader or Manager.

Date	Time	Name and Address of Injured Worker	Occupation	Age	Nature of Injury / Illness	Cause of Injury	Treatment Provided	Referral Arrangements (eg Ambulance / Hospital)	First Aider's Details	
									Name	Signature