

FIRST AID PROCEDURE

1. PURPOSE AND SCOPE

The purpose of this procedure is to outline the first aid process at GOTAFE. It applies to all staff, students, visitors and others on GOTAFE premises and locations where GOTAFE is the manager or controller of the workplace.

2. DEFINITIONS AND RESPONSIBILITIES

2.1 CEO, General Manager and Executive Managers (or their delegated alternate)

- Ensure correct number of Institute First Aid Officers and First Aiders are in place.
- Ensure resources are available to train all First Aid Officer and replenish first aid kits.
- Ensure staff / contractors / students / visitors are trained in the first aid procedure.

2.2 Managers and Team Leader Operations

- Ensure staff / contractors / students / visitors know where first aid kits are located and who the First Aid Officers are in the area.
- Provide support to First Aid Officers to enable them to conduct their first aid duties.
- Managers and Team Leaders will be referred to as 'Supervisors' in this procedure

2.3 Institute First Aid Officer

- An Institute appointed staff member who has a current *HLTAID003 Provide First Aid* qualification and who receives a First Aid allowance.
- Are in charge of injury management until handed over to another first aid qualified person or to appropriate medical personnel.
- Maintain their First Aid qualification through access to Institute funded training
- Check First Aid Kit Contents when requested and provide list for re-ordering supplies to OHS team.

2.4 First Aider

- An Institute staff member who has a current *HLTAID003 Provide First Aid* qualification.
- Although not fulfilling the full duties of an Institute First Aid Officer, may still be called upon within the workplace to provide initial care for an illness or injury.
Maintain their First Aid qualification through access to Institute funded training.

2.5 GOTAFE OHS

- Ensure that a first aid assessment is undertaken in all areas to determine First Aid requirements.
- Ensure that there are sufficient first aid kits within the work areas and that these are serviced regularly.
- Identify and appoint First Aid Officers within various work areas.
- Maintain a register of First Aid Officers;
- Order first aid stock, as advised by Institute First Aid Officers.

2.6 Assets

- Supply and maintain first aid kits in Institute vehicles.
- Arrange for the disposal of infectious waste.

2.7 All staff

Ensure that they:

- Know the First Aid Officers at their work location.
- Know the location of first aid kits in their work area.
- In the absence of an Institute First Aid Officer, arrange medical assistance as required. (Including an Ambulance (0)000)
- Remain with the person requiring first aid until an Institute First Aid Officer or medical assistance arrives.
- Complete an Institute Incident Report Form for incidents requiring first aid treatment.

3. PROCEDURE

3.1 Immunisation

If desired, Hepatitis B vaccinations are offered by GOTAFE to First Aid personnel. Vaccinations will be coordinated through the OHS Department.

3.2 Standard Precautions

Work practices required for the basic level of infection control. Standard Precautions include good hygiene practices (washing and drying hands after patient contact), the use of protective barriers (may include gloves, masks, eye shields or goggles), appropriate handling and disposal of sharps and other infectious waste.

Contact the Assets or the Institute Cleaners for clinical waste disposal if required.

3.3 Infection Control

First aid officers are required to follow Standard Precautions to minimise the transmission of infection. Standard Precautions apply to all patients regardless of their presumed infection status, and in the handling of:

- Bodily fluids, blood, secretions and excretions (except sweat), regardless of whether they contain visible blood.
- Non-intact skin.
- Mucous membranes and
- Dried blood and other body substances, including saliva.

Infectious waste associated with first aid treatment must be disposed of appropriately according to the Institutes Infectious Waste Procedure.

3.4 Injuries

3.4.1 Minor injuries

- Must be reported to a First Aid Officer who will assess the injury and take the appropriate action.
- The First Aid Officer must report the injury to a Supervisor as soon as possible, and no later than the end of shift.
- An Incident Report form must be completed immediately after providing any first aid treatment and forwarded to the Supervisor and the OHS Department. First Aid Officer may assist the injured person to complete the Incident Report form.

3.4.2 Major injuries

- A major injury must be reported to First Aid Officer who will assess the extent of the injury and will take appropriate action.
- First Aid Officer is also responsible for organising transport / ambulance. (see section 'Transport of Injured/Ill Staff or Students' below)
- First Aid Officer must immediately inform the workers Supervisor, if injured/ill person is a student then the teacher must be notified. The OHS Department must also be informed.
- An Incident Report form must be completed immediately after providing any first aid treatment and forwarded to the Supervisor and the OHS Department. First Aid Officers may assist the injured person to complete the Incident Report form.
- Refer to the flow chart in Appendix A for further information.

3.5 Transport of Injured/Ill Staff

- In emergency medical situations involving staff an Institute First Aid Officer must remain with the staff member until they receive medical attention or the injured/ill staff members' emergency contact/a family member arrives.
- In emergency medical situations the Institute needs to respond appropriately and in a timely fashion. If there is any doubt about the health of the injured/ill person the Ambulance Service must be contacted, phone (0) 000.
- Staff members should not transport injured/ill staff home or for medical treatment in personal vehicles.

3.6 Transport of Injured/Ill Students

- If a student under 18 years of age is unwell, the Institute will make every effort to contact the parents/guardians to make arrangements for the student to be transported to medical assistance or home safely.
- If the Institute is unable to contact the student's relevant emergency contacts in an emergency medical situation, the First Aid Officer should remain with the student until they receive medical attention, or their emergency contact arrives.
- Where possible, the student or their emergency contact should organise transport home or to medical assistance. If this is not possible, it may be appropriate that an Institute staff member accompany the student to medical treatment using an Institute vehicle.
- Institute staff members should not transport students home or to medical advice in personal vehicles.
- In emergency medical situations the Institute needs to respond appropriately and in a timely fashion. If there is any doubt about the

health of the injured/ill person the Ambulance Service must be contacted, phone (0) 000.

- For medical emergencies involving students, an Institute staff member, preferably a First Aid Officer must remain with the student until they receive medical attention or their emergency contact arrives.
- Students are liable for Ambulance expenses.

4. REFERENCES

4.1 LEGISLATION

[Victorian Health Act 1958](#)

[Victorian Occupational Health and Safety Act 2004](#)

4.2 GOTAFE DOCUMENTS

[OHS Policy – CS15](#)

[Incident Reporting and Investigation Procedure - CS15-P75](#)

[Excursions and external activities procedure - E15-P35](#)

[Infectious Waste Procedure – CS15-P76](#)

[First Aid Risk Assessment Form – FOH-16](#)

GOTAFE Injury Management Process (Appendix A)

4.3 WORKSAFE DOCUMENTS

[Compliance Code *First Aid in the Workplace* \(Edition No1 September 2008\)](#)

Appendix A

