

# **First Aid Policy**

## **Section 1 - Policy Statement**

### **Part A - Policy Declaration**

(1) It is University policy to ensure that first aid facilities and assistance are available to help those in need.

### **Part B - Policy Description**

#### **Objectives**

(2) The aim of this policy is to provide details of first aid facilities, services and personnel available at Southern Cross University to give initial treatment to people suffering injury or illness.

#### **Scope**

(3) This policy applies to all staff, students, contractors and visitors to the University.

### **Part C - Content and Implementation**

#### **First Aid Facilities**

(4) The University provides first aid facilities, such as first aid rooms and first aid kits, in accordance with the requirements of the relevant state legislation.

(5) Information on Campus facilities can be obtained from the Manager, Workplace Health and Safety or any of the University's designated First Aid Officers. Emergency Evacuation Posters in each University building provide details of the nearest First Aid Officer or the University Website provides a list of current First Aid Officers.

#### **Provision of First Aid Assistance**

(6) Normally, first aid will be provided by a First Aid Officer who has been appointed by the University. Where there is no First Aid Officer in the area, or they cannot be located, assistance may be given by someone other than a First Aid Officer, providing they hold a current nationally recognised Australian qualification in First Aid. On such occasions, the Manager, Workplace Health and Safety must be contacted immediately.

(7) First Aid assistance can only be provided by a person who holds a current nationally recognised Australian qualification in First Aid. When any first aid treatment is given, instructions issued by the First Aid provider must be followed by those in attendance.

(8) People providing first aid assistance should only administer first aid that is within their level of training and competence. If the First Aid provider believes the treatment required is beyond their capabilities, they must seek professional assistance and advise the Manager, Workplace Health and Safety immediately or as soon as possible.

## **First Aid Officers**

(9) The University appoints First Aid Officers on all campuses. First Aid Officers are initially appointed for three years and must hold a current nationally recognised Australian qualification in First Aid. They are required to keep their first aid qualifications current for the period of their appointment.

(10) While First Aid Officers are on duty they are required to provide first aid assistance as it is needed. They are also required to provide first aid coverage at special events (eg graduation ceremonies) at the request of the University.

(11) The University conducts annual refresher courses to ensure First Aid Officers are able to update their skills during the term of their appointment.

(12) Where appointed First Aid Officers choose to have, or in situations where they are required to have a Hepatitis B vaccination, the University will reimburse the cost of the vaccination.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
<b>Review Date</b>	13th April 2015
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	7th October 2014
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	Shaun Brown Manager, Workplace Health and Safety