

# 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 employees, students, contractors and visitors (including workers as defined in the relevant work, health and safety legislation) 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.

## **Part D - Procedures**

### **Appointment of First Aid Officers**

(13) The Head of Work Unit is required to provide a written recommendation to the Manager, Workplace Health and Safety when a first aid officer is required for their work unit. They must nominate an employee for the appointment and their recommendation must include either a certified copy of the employee's original nationally recognised Australian first aid qualification or request that first aid training be arranged for the employee.

(14) Where the appointment is approved, Human Resources will send a letter of offer detailing the terms and conditions of the appointment to the employee. A copy of the University's First Aid Policy and a duty statement will also be provided.

(15) If the employee accepts the appointment, their records will be noted and fortnightly payments of the first aid allowance will commence on the next available payday.

(16) The University's first aid records and the website list of First Aid Officers and their contact details will be amended.

### **Maintaining First Aid Kits**

(17) First Aid Officers must know the location of first aid kits in their area and, as items in the kits require replacement, they are responsible for informing the Manager, Workplace Health and Safety so first aid supplies can be replenished promptly.

### **Record Keeping**

(18) Each time first aid assistance is given, the administering First Aid Officers must complete an '[Incident, Accident and Hazard Report](#)' form. The completed form is to be forwarded to the Manager, Workplace Health and Safety.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	10th October 2012
<b>Review Date</b>	10th June 2017
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	8th October 2012
<b>Expiry Date</b>	13th October 2021
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	Shaun Brown Manager, Workplace Health and Safety