

Purpose and Scope

Access4u is committed to ensuring First Aid is provided to people suffering injury or illness and its aim is to preserve life, prevent harm and promote recovery.

First Aid services are an important element of workplace health and safety, facilitating first initial treatment for:

- Injuries that may occur in the workplace (including offices, community work, motor vehicles and home)
- Acute personal sickness that may impact on other staff, customers and visitors to Access4u workplaces

Responsibilities and delegations

This policy applies to	Governing Body/ CEO, Managers, Staff, Volunteers
Specific responsibilities	<p>The Board – Responsible for effective governance mechanisms are in place to ensure a safe environment.</p> <p>CEO/ Managers – Responsible for monitoring and ensuring adherence to this Policy and related procedures. Ensuring due diligence and takes reasonable steps to ensure Access4u provides a safe environment.</p> <p>Employees, Contractors, Volunteers – Responsible for taking reasonable care for their own health and safety as well as taking reasonable care that their acts or omissions do not adversely affect the health and safety of others. Compliance with this policy.</p> <p>Participate in first aid training programs as instructed.</p>
Policy approval	CEO
Definitions	<p>First Aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.</p> <p>First Aiders are the people providing first aid.</p> <p>Premises includes offices, vehicles and customers' homes.</p>

Policy context – this policy relates to:

Standards	Safe work SA / Australian Standards
Legislation	<p>Work Health and Safety Act 2012 (SA)</p> <p>Work Health and Safety Regulations 2012 (SA)</p> <p>Code of Practice - First aid in the workplace 2020 (SA)</p>

Contractual obligations	
Organisation policies	Internal WHS and IM policies, procedures and processes.
Forms, record keeping, other documents	

Implementation

Access4u will ensure effective implementation of first aid through:

- Staff having access to policies and procedures relating to first aid
- Provision of tailored training to persons supporting certain people
- Record of first aid activities including first aid training provided and undertaken and use of PPE where appropriate
- Mechanisms for monitoring compliance with first aid.

Policy Detail

Access4u is committed to providing a safe and healthy environment for all staff, students, visitors and customers.

- **Assessing First Aid Requirements**

Workplace activities influence the potential harmful consequences for staff, customers and others. Each workplace is likely to have different first aid requirements.

The CEO will ensure all support staff have current first aid qualifications including at least two developmental educators with senior first aid mental health training. First Aid kits will be maintained in all work vehicles and offices.

Staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

- **First Aid Facilities**

First aid facilities are provided that are adequate for the immediate treatment of injuries and issues that may arise at the workplace.

First aid kits supplied comprise of items in accordance with regulated guidelines. First aid kits are maintained with expiry dates checked on a regular basis.

- **First Aid Response**

While on duty staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence and to call on expert assistance if necessary.

Emergency medical care and / or ambulance is to be called if required.

Staff trained in first aid provide first aid assistance if there is no designated First Aid Officer present and emergency / medical care and or ambulance has not arrived.

- **Personal Protection**

First aid assistors are to assume that all blood and body fluids are infectious and are aware of standard precautions in relation to managing blood and body fluids, including wearing gloves and administering first aid.

Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- Before and after contact with an ill or injured person
- After contact with blood and or other body fluids or contaminated items
- When protective gloves are removed.

When soap and water is not available, use of an alcohol-based hand wash or equivalent.

Access4u provides PPE to protect staff and ill or injured persons from risks of exposure to harm from sharp objects, blood or other body fluids. PPE complies with relevant Australian Standards and includes:

- Disposable PVC, latex and or heavy-duty gloves
- Eye protection such as goggles or safety glasses
- Safety footwear

- **First Aid Records**

First aid records are integrated with the organisations incident and accident reporting system.

An Accident / Incident Reporting Form is completed by the person providing first aid and includes:

- Date and time
- Name of person receiving first aid
- Description of symptoms
- Treatment provided
- Name of person providing first aid
- Name of person completing the incident report.

If a person is transferred to a medical facility the incident report will accompany them.