

## **First Aid Policy**

### **INTRODUCTION**

First aid is an important aspect of running Events/Activities and Occupational Health and Safety. In recognition of this, HBLN is committed to providing suitably trained First Aid Responders, together with first aid facilities to administer first aid treatment.

This policy applies to all members, instructors, volunteers and the Event Organiser(s).

### **PURPOSE**

The purpose of this document is to provide an overview for HBLN and Event Organisers to establish first aid facilities and services for an event.

### **DEFINITIONS**

**First aid** is the provision of emergency treatment for people suffering injury or illness at the event meeting place.

**First aid facilities** refers to the first aid kit.

**Member:** Any family, including both adults and children, who attend HBLN Events and are a financial member.

**Participant:** Any family, including both adults and children who attend an HBLN official event or an authorized event which is covered under HBLN's insurance policies.

**Organiser:** Refers to the organizer of an event..

**OHS Officer:** The person responsible for managing the Occupational Health and Safety of the group. This may be a dedicated officer, or the responsibility may rest with one or more Organisers.

**First Aid Responder:** The person/s who have been nominated to manage the first aid requirements of the event. Depending on the nature of the event, the First Aid Responder may need to have a current "Applied First Aid" qualification (or equivalent). Discuss this with the HEWA Coordinator.

**Instructor:** The person delivering activity/class content.

### **POLICY**

HBLN is committed to providing a safe and healthy environment for members, event participants, volunteers, instructors and the Organiser(s). HBLN in conjunction with the Event Organiser will endeavor to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness whilst attending the event..

HBLN and the Event Organiser will systematically identify causes of injury and illness and assess the risk of injuries and illness occurring. The appropriate first aid facilities and training will be determined, evaluated and provided.

HBLN will meet first aid legislative requirements as a minimum standard.

## ***HBLN Home Education WA***

HBLN will give all designated First Aid Responders the opportunity to be vaccinated against Hepatitis B with the cost to be covered by HBLN and the Event Organiser.

First aid facilities will be maintained on a regular basis.

### **RESPONSIBILITIES**

It is the responsibility of the Organiser(s) to ensure that:

- adequate and appropriate first aid facilities are provided;
- appropriate and adequate training is arranged for First Aid Responders;
- where applicable First Aid Responders training is up to date and their certificates current.

It is the responsibility of First Aid Responder to:

- inspect and maintain first aid facilities;
- administer appropriate first aid in accordance with their training;
- in the case of an injury or illness, assess if medical assistance is required;
- maintain first aid records as outlined in this procedure;
- maintain confidentiality with regard to information obtained as part of their role.

### **PROCEDURES**

HBLN and the Event Organiser(s) are required to determine the number of First Aid Responders required for this event. Where legislative requirements exist, HBLN and the Event Organiser(s) will ensure these are met.

#### **First Aid Responders**

If First Aid Responders are deemed necessary for the event, HBLN or the Event Organiser(s) will arrange for an appropriately trained individual to be in attendance for the duration of the event.

A copy of the First Aid Responders' qualifications are to be kept in the *Event Information and Procedures* file.

The name(s) of all First Aid Responder(s) is to be made known to all members/participants, instructors and volunteers prior to the commencement of the event. All members/participants, instructors and volunteers are to be advised of the location of the first aid facilities.

The name, photograph and phone number of all First Aid Responder(s) is to be located next to the first aid facilities.

#### **First aid facilities**

The level of first aid facilities should be determined through discussions between the Event Organiser(s) and the HEWA Coordinator. This will determine the type of facility required by law.

Where first aid facilities are deemed necessary, they are to be located at points convenient throughout the venue and where there is a significant risk of an injury occurring.

First aid facilities must be identified with a sign hung directly above, or affixed to the facilities in clear view. The sign must have a white cross on a green background. The sign must be Australian Standard Compliant (AS1319).

### 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, but must be kept out of reach of children.

The following items should be included, as a minimum, in a basic first aid kit:

- emergency services telephone numbers and addresses (a copy of which is also located in the Event *Information and Procedures* file);
- name, photograph and telephone number of First Aid Responder (should be displayed on the outside of kit);
- basic first aid notes;
- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- triangular bandages;
- safety pins;
- small, medium and 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 masks;
- protective eye glasses;
- disposal bags marked "Caution – Biological Hazard".

The first aid kit, and, where appropriate, first aid facilities, must be inspected by the First Aid Responder(s) one week prior to the event. The first aid facilities checklist must be completed and filed by the First Aid Responder(s) following each inspection.

The First Aid Responder must notify the Event Organiser(s) if stock needs to be replenished. The Event Organiser(s) will ensure the stock is ordered, delivered and given to the First Aid Responder(s) to restock the facilities.

### First aid treatment

If a person requires first aid treatment the nearest First Aid Responder must be contacted to administer such treatment, or in the case of injury or illness of a minor, the parent responsible for that child may administer first aid. If a parent administers first aid to their own child, they should notify the First Aid Responder as soon as possible.

The First Aid Responder(s) are not responsible for provision or administering of Epi-pens for allergic response. If a member requires an Epi-Pen to manage their allergic reaction the supervising parent

bears sole responsibility for provision and administration of the required medication. The First Aid Responder(s) must be notified as soon as possible.

The First Aid Responder must record the following information:

- name and location of person;
- type of injury, if known;
- assistance provided (as below);
- urgency of matter; and
- determine if another First Aid Responder is required.

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

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Responder will determine and arrange the appropriate transport.

### **First aid records**

When using supplies from the first aid kit the 'First Aid Kit Log Book' must be completed. The log book is to be 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 Responder.

The First Aid Responder must ensure that all details of all injuries are recorded by the person injured, or their legal guardian if the injured person is under 18 years old, using the Incident Report Form.

The First Aid Responder must ensure that an Incident Report Form is completed and retained in the *Event Information and Procedures* file which is held by the Event Organiser(s). Where deemed necessary, the First Aid Responder must report the incident to HBLN for insurance purposes.

A copy of the incident report form to be sent to the HEWA Coordinator at the conclusion of the event.

### **RELATED DOCUMENTS**

- Occupational Health and Safety Policy
- Guideline for Managing Illness in Children
- Incident Report Form

### Incident Report Form

Name of injured person:	
Time and date of injury:	
Location where the incident occurred:	
Description of incident:	
Attention required (first aid, etc...):	
Comment on possible cause, and certainty of this being the cause:	
Suggestions for avoiding this type of injury in future:	

Event Organiser use only:

Incident report has been reviewed by (insert Organiser name) \_\_\_\_\_

Risk Assessment plan needs to be updated:      Yes       No

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FIRST AID KIT INSPECTION CHECKLIST

First Aid Kit Number: \_\_\_\_\_

First Aid Kit Location: \_\_\_\_\_

PRODUCT	FIRST AID KIT QUANTITY	QUANTITY REMAINING	QUANTITY USED SINCE LAST INSPECTION
Packet of 50 individually wrapped adhesive strips			
Sterile eye pads			
Sterile coverings for serious wounds			
Triangular bandages			
Safety pins			
Small sterile un-medicated wound dressings			
Medium sterile un-medicated wound dressings			
Large sterile un-medicated wound dressings			
Roll adhesive tape, 1.25cm wide			
Crepe bandages			
Elastic bandages			
Scissors			
Pair disposable gloves			
Resuscitation mask			
Pair tweezers			
Small bottles of sterile eyewash solution			
Alcohol swabs			
Hand towels			
First aid booklet			

1. Emergency services telephone numbers and telephone numbers and addresses posted next to the first aid kit:

Yes  No

2. Name, photograph and telephone number of First Aid Officers posted on the outside of the First Aid Kit:

Yes  No

Inspection completed by: \_\_\_\_\_ Date: \_\_\_\_\_

