



I'm Still Learning Incorporated

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Occupational Health & Safety Policy – First Aid

DATE: 25th February 2022

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DOCUMENT CONTROL & NOTIFICATION LIST

If you have any questions regarding this document, please contact Manager, I'm Still Learning at info@imstilllearning.org or 0451 717 401

Document Control

AMENDMENT	DATE	PAGE	DESCRIPTION	AUTHORISED
Issue 1	16/11/2021	All	First Draft	

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1. PURPOSE

The purpose of this document is to provide appropriate First Aid Officers and First Aid kits to ensure our volunteers, contractors and participants receive immediate attention if they are injured or taken ill at an I'm Still Learning (ISL) course or event.

2. SCOPE

This policy applies to all volunteers, employees, contractors and visitors to ISL activities.

3. DEFINITIONS, ABBREVIATIONS AND RESPONSIBILITIES

3.1 Definitions

- **Activities** – includes ISL courses, events and Alumni groups
- **Board** – elected members of the ISL Board responsible for the overall strategy and implementation of its policies and procedures.
- **Contractors** – person or persons hired through a contract by ISL to complete set tasks and activities through an ABN.
- **Course Participants** – person or persons enrolled and participating in an ISL course.
- **Employees** – person or persons employed/paid by ISL for ISL courses or events through a tax file number.
- **First aid** - is the provision of immediate treatment or care given to people suffering injury or illness until more advanced care is provided or the person recovers.
- **First aid kits** - refers to all available and appropriate first aid resources including the I'm Still Learning first aid kit.
- **First Aid Officer** - refers to a representative of I'm Still Learning who as a minimum, holds a nationally recognised statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit of competency *Provide First Aid*, or a course providing equivalent skills. The Nationally accredited training course includes the completion of the following:
 - HLTAID009 Provide cardiopulmonary resuscitation
 - HLTAID010 Provide basic emergency life support
 - HLTAID011 Provide First Aid
- **ISL** – I'm Still Learning Incorporated
- **Known Visitor** – person or persons invited to observe or attend ISL courses or events
- **Management** – person or persons who are authorised to act on behalf of the ISL Board
- **Participants** – person or persons enrolled and participating in an ISL course or event
- **Volunteer** – person or persons empowered to run courses or events

3.2 Responsibilities

Board and Management

The Board and Management are committed to providing a safe and healthy environment for employees, volunteers, contractors, participants and visitors who are registered activity attendees and known visitors of ISL courses and events.

The Board will review their first aid arrangements regularly to ensure they are still adequate for the risk level and number of employees, volunteers, contractors and participants.

Management will ensure that:

- adequate and appropriate first aid kits are provided;
- appropriate and adequate training is arranged for First Aid Officers;
- The qualifications of First Aid Officers are current and updated regularly. (Training in cardiopulmonary resuscitation (CPR) should be carried out annually and first aid qualifications should be renewed every 3 years).

- Inspect and maintain first aid kits
- At least one qualified First Aid Officer will be in attendance at each activity.
- Record any issues in the Register of Incidents and Injuries
- Notify the Board of a notifiable incident through the Register of Incidents and Injuries which will be reviewed at each Board meeting.

First Aid Officers

First Aid Officers will:

- In the case of an injury or illness, assess if medical assistance is required;
- Protect themselves first and then any others from danger
- Prevent cross-contamination between themselves and the casualty as best as possible
- Assess the casualty
- Administer appropriate first aid;
- Maintain first aid records as outlined in this procedure
- Maintain confidentiality with regard to information obtained as part of their role.

4. AIM

First Aid is an important aspect of Occupational Health and Safety (OHS). In recognition of this, I'm Still Learning is committed to providing suitably trained First Aid Officers, together with first aid kits to administer first aid treatment. ISL will provide all the necessary information, instruction, training or supervision to enable courses and events to run in a way that is safe and without risk to health.

This policy applies to all employees, volunteers, and contractors of I'm Still Learning.

5. POLICY

I'm Still Learning will systematically identify causes of injury and illness sustained through programs and or events and assess the risk of further injuries and illness occurring. ISL will provide employees, volunteers and contractors with any necessary information, instruction, training or supervision to enable them to carry out courses or events in a way that is safe and without risk to health. The Board will ensure appropriate strategies are in place to provide and evaluate the first aid kits and training.

The information, instruction and training ISL provides to employees, volunteers and contractors in relation to first aid will be provided:

- as part of the induction training
- at appropriate intervals or as determined by a risk assessment

There will be at least one First Aid Officer present at every ISL course or event.

I'm Still Learning will meet first aid legislative requirements as a minimum standard. (Compliance Code: First Aid in the workplace, November 2021)



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Occupational Health & Safety Procedure – FIRST AID

6. PROCEDURE

ISL has developed and implemented first aid procedures to ensure that employees, volunteers, and contractors have a clear understanding of first aid arrangements.

If advanced care is provided, for example a doctor or ambulance is called to assist, the First Aid officer must notify the Manager as soon as is practicable.

All volunteers and First Aid Officers will be informed of the relevant evacuation procedures for each venue.

6.1 FIRST AID OFFICERS

In conjunction with I'm Still Learning all First Aid Officers are responsible for ensuring their First Aid qualifications are kept current

First Aid Officers need to be familiar with the types of injuries or illnesses that could occur and to ensure that Management is advised of all first aid items used.

5.2 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 / red background prominently displayed on the outside) and should not be locked. The stocked first aid kit will be available at all courses.

The items that should be included, as a minimum, in a basic first aid kit are listed at Appendix A

The Manager must ensure that the first aid kits are inspected quarterly and the first aid kit checklist must be completed and filed by the checker following each inspection. Used items must be replaced as soon as practicable.

5.3 FIRST AID TREATMENT

If a person requires first aid treatment the nearest First Aid Officer must be contacted to administer such treatment. If a person requires first aid treatment, an *Incident Reporting Form* must be completed as soon as possible as well as the *Register of Incidents and Injuries*.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers 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 Officer will determine and organise the appropriate transport. If this occurs, the Manager must be contacted and advised as soon as is practicable.

5.4 FIRST AID RECORDS

When using supplies from the first aid kit the 'First Aid Kit Checklist must be completed. The checklist is to remain inside the first aid kit.

The First Aid Officer must complete an Incident Reporting Form, the Register of Incidents and Injuries and forward to the Manager when a first aid item has been used.

7. REVIEWING FIRST AID ARRANGEMENTS

First aid arrangements will be reviewed annually and each time first aid has been administered. The review will include:

- Number of first aid kits and contents of kits
- Location and type of first aid kits
- Number and availability of first aid officers needed and their training requirements
- Whether first aid training is up to date
- Whether first aid contact details are up to date and have the appropriate information.

See the checklist for reviewing first aid arrangements in Appendix A

8. RELATED DOCUMENTS

- Health and Safety Policy and Procedure
- Risk Assessment Policy
- Incident Reporting Form
- Register of Incidents or Injuries
- Checklist for First Aid Contents
- Checklist for Reviewing First Aid Arrangements



APPENDIX A - Checklist for each first aid kit contents

Contents	Amount	Used	Checked
First Aid Instructions/quick reference guide	1		
Notebook and pen and pencil	1		
Disposable surgical face masks	4		
Resuscitation face mask or face shield with one-way valve	1		
Disposable nitrile gloves (latex free)	5 pairs in a range of sizes		
Gauze swabs 10 x 10cm, sterile (3-pack)	5 packs		
Saline 15ml or 30 ml	8 x 15 ml or 4 x 30 ml		
Adhesive dressing strips – plastic or fabric, packet of 50	1		
Non-adherent wound dressing/pad 5x5 cm (small)	6		
Non-adherent wound dressing/pad 7.5 x 7.5 cm (medium)	3		
Non-adherent wound dressing/pad 10 x 10 cm (large)	3		
Conforming crepe bandage, light, 5cm width	3		
Conforming crepe bandage, light, 7.5 cm width	3		
Conforming crepe bandage, 10 cm width	1		
Scissors	1		
Adhesive tape, non-stretch, hypoallergenic, 2.5 cm wide roll	1		
Dressing – combine pad 9 x 20 cm	2		
Resealable bag - large	2		
Triangular bandage minimum width 110 x 155 cm	2		
Eye pads, single use	2		
Instant cold pack for treatment of soft tissue injuries and some stings	1		
Alcohol based hand sanitiser	1		
Emergency accident blanket	1		

Completed by: _____

Date: _____

APPENDIX B - Checklist for reviewing first aid arrangements

Question	Yes	No
Do all employees, volunteers, contractors and participants have access to first aid officers and first aid kits?		
Do first aid officers have skills, training and competencies to provide first aid and are their skills up to date?		
In addition to the minimum training level, do first aid officers need advanced training, or additional training to meet specific hazards or needs?		
Are more first aid kits needed?		
Are more first aid officers needed?		
Are first aid kits and modules suitable for the hazards at your workplace?		
Are first aid kits well maintained and identifiable?		
Are first aid contact details up to date?		
Do employees, volunteers, contractors and participants know how to access first aid?		
Have we determined the types of injuries or illnesses that could occur and whether our environments are high risk or low risk?		
Have we consulted with employees, volunteers and contractors on the risk level of our environment?		