First Aid Procedure

Section 1 - Purpose

(1) This procedure outlines Charles Sturt University's provision of first aid services for all campuses with the exception of Goulburn. Goulburn campus only: NSW Health Services maintain first aid kits and provide first aid advice throughout the Police Academy.

(2) Charles Sturt University (the University) is committed to ensuring the health and safety of employees, students, contractors and visitors, and shall comply with the provisions of the relevant state or territory legislation in regards to providing first aid services, by implementing resources as detailed in this procedure.

(3) Providing immediate and effective first aid to workers or others who have been injured or become ill at the workplace may reduce the severity of the injury or illness and promote quicker recovery. Trained first aiders, first aid equipment and facilities appropriate to the nature of the likely risks will be made available in the workplace as per the requirements of the Work Health and Safety Act 2011 (NSW).

Objectives

(4) The Procedure aims to:

a. provide direction for the implementation of first aid management within the University's workplace health and safety management system (WHSMS);
b. enable compliance with legislative requirements in regard to first aid; and
c. encourage the undertaking of preventative measures that minimise the incidence of injuries and illnesses at the University.

(5) Further information regarding the incident reporting process is available via the WHS Reporting Incidents and Hazards web page.

Scope

(6) This procedure applies to all staff, students, contractors and visitors to the University and outlines the University’s provision for first aid to workers, students, visitors and others.

Section 2 - Glossary

(7) Nil.

Section 3 - Policy

(8) Refer to the Health, Safety and Wellbeing Policy.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the CSU Policy Library for the latest version.

Section 4 - Procedures

Legislative requirements

(9) The University has a duty under the Work Health and Safety Act 2011 (NSW) to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking. The Work Health and Safety Regulation 2017 places specific obligations in relation to first aid, which include:

a. provision of first aid equipment and ensuring each worker at the workplace has access to the equipment;
b. ensuring access to facilities for the administration of first aid; and
c. ensuring enough workers or other people are trained to administer first aid.

(10) First aid services and activities conducted by the University shall meet the requirements of the Work Health and Safety Regulation 2017. More information on how the University can meet these requirements can be found within the First Aid in the Workplace Code of Practice.

(11) To ensure that the University is able to provide quality first aid responses and resources to the actual levels of first aid risk within the organisation at each campus, the following interpretation of the Work Health and Safety Act 2011 (NSW), clause 8: 'definitions', has been made:

a. Workplace - means an area or place, vehicle or vessel whether on land or water, where a staff member performs their duties on behalf of the University and includes but is not limited to: laboratories, workshops, training rooms, on-site recreational facilities, field trips, teaching facilities, offices, rural environments and any area of industry operations.

(12) The type and location of first aid equipment provided in each workplace will be based on the indicated level of need, inclusive of situations where entrapment or other factors may require portable kits to be taken to the injured person, rather than the reverse.

(13) The University will provide and maintain first aid kits and rooms that are strategically placed throughout the University's campuses to minimise the potential severity of an injury.

First aid assessment

(14) A first aid assessment shall be conducted annually by the Work Health and Safety Unit using the First Aid Risk Assessment Form to verify that current first aid arrangements are sufficient and appropriate to the University's operational activities and risks. This assessment includes the review of:

a. the nature of the work being carried out at the workplace;
b. the nature of the hazards at the workplace;
c. the size, location and nature of the workplace;
d. the number and composition of the workers at the workplace;
e. the number of existing nominated first aid officers;
f. first aid equipment and restocking schedule; and
g. facilities appropriate to the nature of likely risks available.

(15) The first aid assessment is conducted in consultation with the Work Health and Safety Committee to ensure workers have a reasonable opportunity to provide input to the provision of first aid. Where necessary, these guidelines will be updated from the first aid assessment and are the minimum requirements for the provision of first aid at

University facilities and operations.

First aid kits

(16) The type and location of fixed and portable first aid kits will be determined by the level of risk identified within each workplace as per the first aid risk assessment. The provision of these kits will be the responsibility of the Division of People and Culture, with quarterly checking of the contents and any subsequent replenishment managed through the responsible nominated first aid officer.

First aid officers

(17) First aid services are provided by designated first aid officers who have successfully completed a nationally accredited first aid training course and have accepted the responsibilities that come with the role. Appointment to this role is at the discretion of each manager/supervisor and requires the appointee to accept the responsibilities that accompany it.

(18) A staff member appointed by the University as a first aid officer (in addition to their substantive position) who possesses a current first aid certificate or equivalent qualification shall be paid a first aid allowance, in accordance with Charles Sturt University Enterprise Agreement.

(19) A staff member appointed by the University as an occupational first aid officer or senior first aid officer (in addition to their substantive position) who possesses the required qualifications and undertakes additional duties as required by the University shall be paid the senior first aid allowance, in accordance with the Charles Sturt University Enterprise Agreement.

(20) The University's first aid officers are responsible for:

a. delivery of prompt first aid to staff, students and visitors to the University, in accordance with their training and arrangement of prompt and appropriate referral to medical aid as required;
b. completion of an Incident/Hazard Notification via Incident and Risk Management System every time first aid is administered, detailing the incident and treatment provided;
c. reviewing first aid equipment in their area to ensure it is well maintained and available when required and keeping auditable records of inspections;
d. ensuring that their name and contact telephone number are clearly displayed on the first aid kits and rooms located within their immediate work area, e.g. the floor of a building or a laboratory;
e. prompt reporting to their Manager or Security of any unauthorised removal or abuse of first aid facilities or equipment; and
f. ensuring that their first aid qualification(s) remain current and submitting a copy of the certificate to the Human Resources Service Centre.

(21) University Campus Security Officers are able to provide assistance on certain campuses outside of normal work hours and when a first aid officer may be unavailable. All University Security Officers are required to be trained in first aid and carry first aid equipment and a defibrillation unit in their vehicles.

(22) To cater for student needs in on-campus accommodation, outside of normal working hours, the University shall ensure that all Student Residential Advisors are trained in first aid.

(23) Further information regarding the procedure for the provision of first aid after a workplace injury and/or incident is outlined in the WHS Reporting Incidents and Hazards web page.

First aid training

(24) Training will be provided to the appointed first aid officers to ensure they are qualified and competent to

undertake their roles and responsibilities, with the costs of this training covered by the Division of People and Culture.

(25) First aid officers are required to be trained according to the nationally recognised statement of attainment. The minimum acceptable level of training is provide first aid or equivalent.

(26) First aid certification is valid for a period of three years from the date of the training.

(27) It is recommended that cardiopulmonary resuscitation (CPR) training is renewed annually. Renewal of training is required to be organised and attended by the first aid officer through the senior first aid officer at their campus.

(28) First aiders are responsible for ensuring that their certificate is up-to-date and to book their own refresher training. The designated senior first aid officer will be responsible for notifying the first aid officer three months prior to expiry of their certificate. Reminders are not coordinated by the Division of People and Culture.

(29) Staff who accept the role of first aid officer will, on receipt of their first aid certificate, provide a copy to the Human Resources Service Centre for entering the details into the Division of People and Culture database, to track their currency and renewal dates. Any invoices for training costs should be reconciled via ProMaster, using the nominated first aid training codes.

(30) A list of first aid officers will be generated from this database, and be available on the web and adjacent to first aid kits to advise of the nearest first aid officers.

(31) First aid officers (as well those with first aid training) are only required to provide first aid within the scope of practice provided by their level of training. University first aiders are not to exceed their training and expertise in first aid.

(32) First aid officers should refer patients to appropriate medical aid, relative to the nature of the incident, as soon as practicable. Referral should be based upon generally recognised first aid principles.

(33) If there is any doubt to the assistance being provided, or the welfare of the patient, call 000.

Standard precautions for infection control

(34) Care must be taken to ensure the health and safety of the first aider before and during the administration of first aid. Safe work practices are to be utilised to minimise exposure to human blood and other body fluids. It should be assumed that all human blood or body fluids are potentially infectious. Please refer to the Biosafety Manual.

(35) When administering first aid, good hygiene and standard precautions as outlined during the first aid training should always be followed, as outlined below:

a. Practise good hygiene, particularly washing and drying hands before and after providing first aid.
b. Avoid contact with blood and other bodily fluids by using disposable gloves whenever possible.
c. Always cover and protect open cuts or unhealed wounds, especially on the hands.
d. Thoroughly wash off any splashed blood with soap and water.
e. Wipe down any benches/floors that have come in contact with blood with warm water and neutral detergents and then wash with a 1:5 dilution of household bleach in water or other suitable disinfectant, in accordance with the Biosafety Manual. Please contact the University's cleaners to assist with the clean-up.
f. Follow appropriate procedures for the handling and disposal of contaminated waste. Refer to the Biosafety Manual.
g. Follow appropriate handling and disposal of sharps, in accordance with the Biosafety Manual.

(36) Immunisation against hepatitis b virus vaccination is available for all nominated first aid officers. This is arranged through the Division of People and Culture.

First aid equipment and resources

(37) The type and quantity of first aid equipment provided to a unit will depend on the nature of work being carried out and the nature of hazards in that particular area. For example, science/research laboratories and engineering workshops will typically have more hazards than University office spaces and libraries.

First aid kits

(38) The University shall ensure resources for the supply and replenishment of first aid kits are in place and regularly monitored. The monitoring is the responsibility of the senior first aid officer and individual nominated first aid officers, who are responsible for conducting quarterly checks of stock levels and ensuring that no unauthorised stock (i.e. no medication, paracetamol, aspirin, creams, lotions or other products whose sterility cannot be maintained) is stored in the kits.

(39) The University's first aid equipment order form on the First aid register notes the minimum equipment that a first aid kit should contain. The form is based on the recommendations set out in the Code of Practice First Aid in the Workplace . The first aid kit should provide basic equipment for administering first aid for injuries. Any decision to provide additional first aid equipment not listed in the first aid equipment order form should be based on a risk assessment, with approval sought from the Manager, Health Safety and Wellbeing. For example, additional equipment may be needed if work is remote or if there is a risk of serious burns.

(40) Upon request for a new first aid kit, the work health and safety unit shall review whether there are any additional items required, dependent upon the nature of operations and injuries likely to occur. The positioning of kits and equipment should be based upon relative levels of risk in an area. All first aid kits provided for general use in areas of the University should meet the recommendation set out in the Code of Practice First Aid in the Workplace . Ad hoc replenishment of first aid equipment is to be arranged through the nominated person to order first aid supplies who will place an order quarterly through the University's nominated provider.

Tablets and medication

(41) First aid officers are not to administer or dispense any medicines, including insulin injection devices (auto pens), paracetamol or other headache preparations.

(42) The first aid officer's role does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first aid practice.

(43) Some workers carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

(44) The use of an epipen is permitted for the purpose of saving life to treat anaphylactic shock. First aiders may administer an epipen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an epipen.

First aid rooms

(45) There are fully equipped First Aid Rooms located across various campuses.

(46) At Bathurst Campus, Ochre Medical Centre (privately owned) is also available for injured or unwell staff.

(47) For all medical emergencies, it is recommended that staff call 000.

(48) If a risk assessment determines further first aid rooms are required on campuses, the facilities will be maintained

in accordance with the Code of Practice First Aid in the Workplace .

Rest and recovery rooms

(49) Fully equipped rest and recovery rooms are located within the Dental Clinics across the five campuses. These may be accessed, if required, under the supervision of a first aid officer.

(50) Where required, the University may provide for further rest and recovery rooms under its health, wellbeing and wellness program, not specifically linked to the provision of first aid other than a trained first aid officer will be available to attend such rooms on request. These rooms do not meet the full requirements to be classed as first aid rooms, and must not be labelled as first aid rooms. These rooms should be well lit, well ventilated, close to running water and contain a couch for people to lie down on. These rooms should be monitored when in use and kept locked when not in use so that unwell persons cannot use them without a first aid officer or alternate member of staff being alerted.

First aid signage

(51) The University's first aid signs should be positioned in all areas that contain first aid equipment.

Automatic external defibrillators (AEDs)

(52) An automated external defibrillator (AED) is a portable and easy to operate medical device that analyses an unconscious victim's heart rhythm and automatically delivers a shock if they are having a sudden cardiac arrest (SCA). An automated external defibrillator will not deliver a shock unless it detects a shockable heart rhythm.

(53) Automated external defibrillators are located on every campus.

Transporting someone home from work/to the hospital

(54) Do not transport a casualty by private or University vehicle to the hospital unless absolutely necessary and/or as instructed by a healthcare professional. The casualty's condition may suddenly deteriorate even though they may initially appear to be fine. In specific circumstances, usually in remote locations and as identified through the risk assessment, it may be necessary to transport the casualty by means other than ambulance, for instance to the local airstrip, in preparation for a medical evacuation by air.

(55) If an individual requires medical treatment and cannot make their own way to their own general practitioner or a nearby hospital, then an ambulance should be called. Any costs associated with calling an ambulance shall be covered by the individual's private health insurance (unless this relates to an accepted workers' compensation claim). If a member of staff is unwell and wishes to go home, the University is not responsible for covering the cost of transportation.

(56) Security does not transport any persons with an injury or illness.

(57) University security must be notified of all emergencies as soon as possible so they can assist/direct emergency services personnel to the scene.

Field excursions and events

(58) Schools or units that are required to undertake activities away from their campus are required to assess the first aid needs for each type of excursion or field trip and ensure that sufficient numbers of suitable first aid kits and trained first aid officers are made available. Further advice can be sought from the work health and safety unit.

(59) All University staff responsible for planning and organising events are expected to conduct a risk assessment of the activity, to assess potential hazards and identify and control risks, so that the risks to health and safety of staff,

students and visitors are minimised. It is the responsibility of the event manager to manage the risk assessment process before, during and after an event.

Indemnification

(60) Employees who hold current first aid certificates and who render first aid assistance during the course of their University duties shall be indemnified by the University in respect of legal actions taken against them, provided such assistance or lack of assistance is not proven to be the result of wilful negligence. Permission to treat an injured person must always be obtained prior to treatment unless the person is unconscious.

(61) Staff and student Residential Advisors who suffer a personal injury or illness in their role as a first aid officer will be covered by workers' compensation and rehabilitation processes.

Incident/injury reporting

(62) Any workplace injury or incident, regardless of the severity, must be recorded by either the staff member or the attending first aid officer, using the University's online Incident and Risk Management System. For further information, please refer to the WHS Reporting Incidents and Hazards web page.

Section 5 - Guidelines

(63) Nil.

Status and Details

Status	Historic
Effective Date	16th September 2019
Review Date	13th December 2024
Approval Authority	Executive Director, Human Resources
Approval Date	21st August 2019
Expiry Date	9th December 2025
Unit Head	Frank Tamsitt Executive Director, Safety, Security and Wellbeing
Author	Melissa Lombe
Enquiries Contact	