

## **First Aid Management Policy**

### **Purpose**

**The purpose of this First Aid Management Policy is to guide the Gtec Training and Development Pty Ltd. Clients and Staff:**

- To determine appropriate trained first aider coverage for buildings and to select and appoint appropriate staff to fulfil the role of First Aid Officer;
- To determine needs for first aid equipment, primarily first aid kits, for buildings;
- To ensure that the equipment is maintained to facilitate rapid response to first aid situations;
- In responding promptly and appropriately to first aid situations and other emergencies with a first aid aspect;
- In making appropriate arrangements for first aid in situations where volunteers and/or members of the public participate in research activities, clinics, trials etc. where there is an increased risk of adverse health effects requiring first aid or emergency response;
- In reporting incidents, injuries and illnesses as required by legislation;
- To encourage activities to be undertaken that prevent injuries.
- In disclosing health information that can assist in prompt and appropriate first aid response to foreseeable medical emergencies and to guide medical staff dealing confidentially with such disclosed health information.

### **Commencement of Procedure**

This procedure will commence from the date of approval. It replaces all other First Aid Management Policies of Gtec Training and Development Pty Ltd.

### **Application of the Procedure**

The Procedures apply to all staff members and clients of Gtec Training and Development Pty Ltd.

### **First Aid Information**

First aid provides the initial attention to a person suffering an injury or illness. First aid in the workplace has a number of benefits including:

- Saving lives

- Preventing permanent disablement
- Providing immediate support to the injured person
- Improving safety awareness and preventing injury and illness in the workplace
- Assisting in the early return to work and rehabilitation.

Gtec Training and Development Pty Ltd. provides a first aid service that satisfies our obligations under the Work Health and Safety Act 2011 and the First Aid in the Workplace Code of Practice 2014.

All of our staff members are trained in First Aid and undertake frequent refresher courses to ensure they are prepared for and can respond appropriately to any medical emergency.

## **Role of First Aid Officers**

In a first aid emergency a first aid officer is expected to take charge and may direct others on the scene to assist with managing the emergency until Emergency Services or more qualified personnel take over.

The role of the first aid officer is to initiate:

- the emergency treatment of injuries and illness;
- arranging prompt and appropriate referral of casualties to medical aid if required;
- coordinate emergency services response if required
- recording treatments and reporting incidents
- the maintenance of first aid equipment, and keeping clean, checking and restocking first aid kits if utilised.

First aid officers undertake regular refresher training. Refresher training includes practical components, such as Cardio-Pulmonary Resuscitation (CPR) practice and use of the Automated External Defibrillators (AEDs).

## **Legal Protection of First Aid Officers**

First aid officers are protected by vicarious liability when acting in good faith and discharging their responsibilities in accordance with their training. Vicarious liability means that employers are generally held responsible for the acts and omissions of their employees. Gtec Training and Development Pty Ltd. appoints first aid officers to act on its behalf and discharge its responsibilities in relation to providing first aid. It is clear that in most situations where first aid officers render first aid in the workplace or otherwise in the course of their duties, they will be doing so as employees of Gtec Training and Development Pty Ltd. and vicarious liability will apply.

In addition, at common law, people giving medical treatment to an injured person at an accident site in an emergency (a circumstance in which immediate medical treatment is required to save someone's life or prevent serious injury to health) cannot be sued for "assault". Permission to treat an injured person must always be obtained prior to treatment unless the person is unconscious.

Note, however, that protection from personal liability is not available if persons:

- render first aid when their judgement is impaired by drugs (including medications) or alcohol and they fail to exercise reasonable care and skill;
- caused the injury or risk in the first place; or
- impersonate an emergency services worker or falsely represent their skill or expertise in responding to the situation.

## **First Response Emergency Medical Action**

As referred to in the Gtec Training and Development Pty Ltd. Medical Emergency Procedures:

- Check the immediate area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty and yourself.
- Do not move casualty unless they are exposed to life-threatening situation
- Notify a staff member or the First Aid Officer.
- In emergency situations contact the ambulance services by dialing 000 then notify staff that the emergency services have been contacted.
- Remain with the casualty and administer first aid (if currently trained to do so) until assistance arrives.
- Follow the instructions of the relevant Emergency Services personnel or First Aid Officer
- Incident report completed
- Review and accident investigation conducted by Human Resources, Health, Safety and Wellbeing.

## **Debriefing Following First Aid Treatments**

First aid treatment may be traumatic or confronting for the person providing the treatment and or for bystanders witnessing the incident or injury. Anyone involved in a first aid incident who feels uncomfortable with the experience should be given the opportunity to de-brief after the incident.