



## First Aid and Emergency Procedures

First aid is the initial care provided to a casualty and is usually given by someone at the scene of the incident'. A person administering first aid is usually not a qualified health care professional and is not expected to perform the duties of one. Staff administering first aid provides **immediate assistance** until a qualified health care professional arrives and takes control of the situation or the casualty recovers. Where possible, ascertain the history of the casualty and the incident that led to first aid needing to be administered.

**Remember! Any attempt at providing first aid is better than no first aid at all.**

In the event of injury or illness the ultimate priority is the health and safety of all staff, clients and visitors who access approved activities or visit The Hut premises.

If choosing to administer first aid, the following First Aid and/or Emergency Procedures must be followed.

A worker providing assistance should follow the DRSABCD priorities below:-

- **DANGER** - assess the situation quickly – check for danger and, if safe to do so control dangers;
- **RESPONSE** – touch or tap on cheek and ask if they are OK, reassure them and check for bleeding and other injuries (always ask their consent to do so first)
- **SEND FOR HELP** – Call 000 (ambulance). If someone else is with you, ask them to call for help
- **AIRWAY** – Look in mouth, clear airway if required, open airway
- **BREATHING** – check if the casualty is breathing
- **COMPRESSIONS** – if not breathing start assisting with chest compressions
- **DEFIBRILLATION** – use AED if available

If there is any doubt regarding the status of the health of a person needing first aid or if further medical assistance is obviously required, personnel should seek further assistance without delay from the ambulance service (**Dial 000**).

### First Aid Kits

The Hut will provide or ensure the provision of basic first aid kits in all Hut vehicles, (except in volunteer vehicles) at The Hut premises and premises where The Hut activities are undertaken.

First Aid Kits will be compliant with minimum legal requirements as outlined in the SA *Government first aid in the workplace, Code of Practice* with additional modules where there are specific identified hazards.

First aid kits will be located in prominent, accessible positions clearly identified with the appropriate safety sign (a white cross on green background).

Each kit will have a list of content and details of emergency contacts attached to the inside lid of the kit. Telephone numbers of the nearest medical practitioners will be provided at all Hut venues where The Hut activities are held or for which The Hut is responsible. These will be located near the location of the first aid kits for easy access.

- The Ambulance Service or surgery will request the following details:
  - location/address
  - nature of injury, illness, symptoms
  - name of person(s)
  - approximate age
  - caller's name/phone number
  - details of action taken so far

• **The Hut will ensure first aid kits are provided for the following:**

<b>Activity</b>	<b>Location</b>	<b>Issues</b>
<ul style="list-style-type: none"> <li>• General office activities</li> <li>• Classes</li> <li>• The Tuesday Club</li> </ul>	Aldgate Railway Station (ARS) – 2 kits: <ul style="list-style-type: none"> <li>• Community Shed</li> <li>• Community Room Kitchen</li> </ul>	Burns module
<ul style="list-style-type: none"> <li>• Organic Food Co-op</li> </ul>	<ul style="list-style-type: none"> <li>• Aldgate Valley CWA Hall</li> </ul>	Use of knives, Burns module
<ul style="list-style-type: none"> <li>• Book sales</li> </ul>	<ul style="list-style-type: none"> <li>• Book Shed</li> </ul>	
<ul style="list-style-type: none"> <li>• Fitness class</li> </ul>	<ul style="list-style-type: none"> <li>• Bridgewater Hall</li> </ul>	Sprains, strains
<ul style="list-style-type: none"> <li>• Music Makers</li> <li>• Community Organisation Hirers</li> </ul>	<ul style="list-style-type: none"> <li>• Grace Lutheran Church, Bridgewater</li> </ul>	Burns module
<ul style="list-style-type: none"> <li>• Shed activities</li> </ul>	<ul style="list-style-type: none"> <li>• Community Shed</li> </ul>	Eye Module and sunscreen required
<ul style="list-style-type: none"> <li>• Walks</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile Kit</li> </ul>	Sunscreen required

**First aid kits: USAGE**

- Whenever possible the first aid kit will be used by a trained first aider.
- Each use of the first aid kit will be logged in the memo book kept in the kit together with a list of contents used.
- If stocks of any item are depleted or running low the person using the kit must inform a Hut First Aid Officer so that action can be taken to replace what is needed.

## **First aid kits: maintenance**

- First Aid Kits provided by The Hut are to be checked annually (by the service engaged by The Hut for this purpose or by a person nominated by the CDM) to ensure the contents listed are intact and for replenishment of items used or dated.
- The Community Development Manager (CDM) will keep a record of these annual checks.

## **Risk Assessments**

It is the responsibility of The Hut WHS Officer to foresee possible first aid needs and ensure appropriate first aid equipment is provided. This should be done through a formal risk assessment.

## **Medical Conditions**

Some staff may have a medical condition which may impact on possible first aid treatment (e.g. epilepsy, diabetes, allergies, heart disease, etc.) All staff who suffer from potential life-threatening illnesses or allergies should be encouraged to discuss any potential issues and to carry their own medication and wear a medic alert if appropriate.

Any information of such a nature voluntarily disclosed will be strictly confidential and shall not be used for any other purpose other than for the administration of first aid assistance should it becomes necessary.

## **First aid personnel**

The Executive Officer will determine, in consultation with those responsible for the above locations, programs or services, which, if any, require a trained first aider to be present. The Hut will organise and pay for first aid training from an accredited authority to meet a requirement for a trained first aider to be in attendance. Lists of trained first aiders will be readily accessible for the relevant programs and services.

The CDM will review the number and availability of trained First Aid personnel annually, check that their qualifications are still current and arrange for any training that is necessary.

## **Community buses**

Buses are to be equipped with first aid and asthma kits provided by the Adelaide Hills Council as they are responsible for bus maintenance.

Asthma kits may be used only by a person trained to do so.

## **Caring in Our Community**

The *Caring in Our Community Handbook* will provide first aid guidelines to staff working in this program. Induction of volunteers engaged on this program will pay attention to the **Procedure for Entering Private Property.**

## **Notification and reporting of injuries and illnesses**

The Hut shall keep a log of all treatment provided and first aid equipment dispensed. Any staff member who administers any first aid to a casualty must complete an 'Accident/Incident and Near Miss report' form to be given to their relevant supervisor within 24 hours. This should be done in consultation with the person affected and signed by both parties.

The person administering first aid should endeavour to record as much information as possible for each injury. This information is vital when handing-over the casualty to a health care professional.

Information that should be recorded includes:-

- the name and contact number of the casualty;
- details about the nature of the injury;
- details of the time and date of the incident; and
- details of treatment given

This assists The Hut in meeting its legal obligations to retain first aid records.

The completed form must be given to the Executive Officer who will determine if the incident requires reporting to WorkCover.

Procedures Approved	WHS Committee	Date 03/03/2017
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