

## **Procedure**

### **First Aid Procedure**

#### **Preamble**

Deakin College is committed to the health and safety of its staff and students. This procedure provides guidance on the maintenance of first aiders, first aid kits, and reporting.

#### **Purpose**

The purpose of this procedure is to outline the first aid procedure at Deakin College; this applies to all of Deakin College.

#### **Scope**

This procedure is intended to be utilised within any Deakin College context, whether on campus or offsite by Deakin College staff.

#### **Related Documentation**

Wellbeing Health and Safety Policy  
Critical Incident Policy  
Critical Incident Procedure  
First Aid Treatment Form

## **Procedure**

Providing immediate and effective first aid to staff, students, visitors or others who have been injured or become ill at a Deakin College site may reduce the severity of the injury or illness and promote recovery. In some cases it could mean the difference between life and death.

### **1. General**

- 1.1.** Deakin College is committed to maintaining an appropriate number of qualified first aiders (known as a First Aid Officer) as per the practical guidance in the Worksafe First Aid in the Workplace Compliance Code.
- 1.2.** The Senior Management Group is responsible for ensuring sufficient numbers of first aiders.
- 1.3.** The number of first aiders will take into account staff absences and staff on leave to ensure there is sufficient first aiders on each Deakin College campus.
- 1.4.** Details of first aiders will be made publicly available to staff and students.
- 1.5.** A First Aid Officer duty statement will be provided to each first aider.
- 1.6.** A designated First Aid Officer allowance will be given.
- 1.7.** Deakin College will assist first aiders with the cost of refresher training which must be completed after 3 years.
- 1.8.** The Deakin College Work Health and Safety (WHS) Officer is responsible for ensuring there is sufficient signage detailing first aiders and their contacts throughout Deakin College spaces. Signage may be located in such areas as next to a first aid box, reception, notice boards. The WHS Officer will also inform Deakin University.

### **2. First Aiders**

- 2.1. A first aider will ideally be staff who are readily available when required.
- 2.2. First aiders must successfully complete a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
- 2.3. First aiders will ensure their first aid training is kept up to date.
- 2.4. First aiders will renew their resuscitation skills each year, by completing an annual CPR refresher training course.
- 2.5. First aiders will treat minor injuries or illness in line with their training, and in the case of serious injury or illness, provide initial care until medical aid arrives.
- 2.6. When a medical emergency arises on campus and an ambulance is required, call the Ambulance: Dial 000, then call Deakin University Security on 222 (internal phones) or 1800 062 579 to assist access by the ambulance.
- 2.7. If a defibrillator is needed, call Deakin University Security.
- 2.8. For first aid poisons information, dial 131126.

### 3. First Aid Kits

Deakin University provides first aid kits across its campuses, including in Deakin College spaces. The first aid kits are audited annually by St Johns Ambulance. Download a [contact list for all current first aiders and the locations of first aid kits](#).

- 3.1. First aiders will review first aid kits in Deakin College spaces on the basis required by Deakin University.
- 3.2. First aid kit replenishment requirements are to be reported to the Deakin College WHS Officer.

### 4. First Aid recording and reporting

- 4.1. First aiders are required to record all first aid treatment on the First Aid Treatment Form.
- 4.2. First aiders are responsible for submitting the First Aid Treatment Form to the WHS Officer.
- 4.3. First aiders will report all first aid incidents to their supervisor and the WHS Officer.
- 4.4. First aiders will provide a write report to the Deakin College WHS Committee at least annually.

### 5. Sending someone home from campus/to the hospital

- 5.1. If an individual requires medical treatment and cannot make their own way to the Medical Centre or a near-by hospital then an ambulance should be called, and Deakin University Security informed.

### 6. Counselling/debrief

- 6.1. If a first aider is affected by any emergency response the Navitas Employee Assistance Program is a free professional, confidential counselling service for staff. Refer to <https://login.lifeworks.com>

## 7. Legal Protection

7.1. The Wrongs Act 1958 (vic) sect 31B provides protection of Good Samaritans. A good Samaritan is not liable in any civil proceeding for anything done, or not done, by him or her in good faith in providing assistance, advice or care in an emergency.

### Status and Details

<b>Identification</b>	First Aid Procedure
<b>Initial Issue Date</b>	5/05/2022
<b>Status</b>	Current
<b>Domain</b>	Wellness, Health and Safety
<b>Effective Date</b>	17/10/2022
<b>Review Date</b>	1/12/2024
<b>Approval Authority</b>	Senior Management Group
<b>Implementation Officer</b>	College Director and Principal
<b>Enquiries Contact</b>	Stanley Quay