



FIRST AID GUIDELINES

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide assistance on guiding the university community

PURPOSE

To determine appropriate trained first aider coverage for buildings and campuses 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 and campuses and to ensure that the equipment is maintained to facilitate rapid response to first aid situations

1. FIRST AID OFFICERS

1.1. First Aid Requirements

The number and location of First Aid Officers is determined on the basis of a risk assessment on the needs of the building/area. Factors to be considered in determining how many nominated First Aid Officers should be appointed for a building and where they should be located are:

- The type of work performed.
- The nature of hazards associated with the type of work – laboratories and workshops typically require a higher level of first aid coverage than office areas with mainly sedentary activities.
- The typical number and type of occupants of the building – for example, people with disabilities, staff, students, visitors, general public.
- The operating hours of the building – libraries and other areas operating outside normal office hours and may require additional coverage for the extended hours.
- Coverage for periods when the First Aid Officer is on leave
- The physical size and layout of the building e.g. multiple floors
- The proximity of the building to on campus medical services

Emergency Management can assist in determining the appropriate Nominated First Aid Officer coverage for a building and/or campus in consultation with staff.

1.2. Appointment of First Aid Officers

To appoint a First Aid Officer the following procedure should be followed;

1. The Department/area having conducted a risk assessment identifies a need for one or more first aiders in consultation with their managers.
Individual staff member completes the required first aid course. (Refer to the [Health, Safety and Emergency Management website](#) for current course requirements)
2. Once completed, Staff downloads the [First Aid Officer Appointment form](#) from the Emergency Management website.
3. Staff return the completed form signed by their manager to Emergency Management with a copy of their First Aid Certificate



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1.3. Duties of First Aid Officers

The duties of First Aid Officer are as follows;

- Provide first aid services for the emergency treatment of injuries or illness,
- Alert the relevant Emergency Services in life threatening situations by dialling 000
- Alert security in all situations on 4444.
- Respond to requests for first aid assistance from the University as required,
- Participate in a Curtin University emergency scenario exercise at least once per year,
- Ensure they hold, and maintain currency of, a statement of attainment that satisfies the National Training requirement for First Aid, In line with the Curtin Enterprise Agreement 2012-2016 (Clause 32.2.1),
- Complete additional first aid training applicable to their workplace should this be required,
- Attend a CPR refresher course once a year (no more than 12 months apart) to maintain currency of their qualification and to send copy of their certificate to Emergency Management,
- Ensure the contents of all first aid kits within their area/department are:
 - within date,
 - restocked monthly or more often as required,
 - the register within the kit is maintained monthly,
- Visually check the defibrillator/s within their areas/departments monthly for damage,
- Alert Emergency Management if any defibrillator within their area/department has been tampered with or used since it was last check by the service provider.

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 first aid emergency until Emergency Services personnel arrive and take over.

1.4. First Aid Allowance

An allowance is paid to First Aid Officers in accordance with the Curtin University Enterprise Agreement 2012-2016 (Clause 32.2)

2. FIRST AID KITS

2.1 Number and Location of first aid kits

First Aid kits should be located close to the work area where there is a likely risk of injury or illness occurring. First aid kits should be:

- immediately accessible to all employees, including persons working in isolated or remote location,
- Clearly visible and signposted with a standard safety sign consisting of a white cross on a green background.

Factors to be considered in determining the number and locations of first aid kits for a particular building include:

- The types of work performed in the building,
- The nature of hazards associated with these types of work – laboratories and workshops typically require more frequent access to a first aid kit,
- The typical number and type of occupants of the building – for example, staff, students, visitors, general public – more densely occupied buildings may require multiple kits.



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Every University vehicle must be equipped with a first aid kit. The type of kit required will depend on the type of work associated with the vehicle use.

2.2 First aid kit types and contents

The type and size of the first aid kit depends upon the number of people to be served by the kit and the types of activities conducted in the area.

For most workplaces the kit should include the following items (as a minimum):

Item	Kit contents Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

Kits may contain additional first aid items or specific first aid equipment as identified in the risk assessment. It is recommended that medication, including paracetamol and aspirin, should not be kept in first aid kits due to their potential to cause adverse health effects in some people.



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2.3 Maintenance of first aid kits

It is the responsibility of the First Aid Officers to ensure first aid kits are kept clean, tidy and stocked, that items are replaced before their expiry dates and the first aid kits are checked on a monthly basis.

A First Aid Kit record form has been developed to record items used in a first aid event. The form is to be kept inside the First Aid kit to allow the First Aid Officer to easily see what needs to be replaced. The [First Aid Kit Record form](#) can be downloaded from the Emergency Management website.

Funding for the replacement of consumable items and kits is the responsibility of the department/area which the kit serves. Where a kit services multiple departments/areas, arrangements shall be determined by agreement between the departments/areas.

2.4 Signage

Contact details of nominated First Aid Officers shall be easily accessible to building occupants in an emergency. Details of the name, location and contact numbers for the First Aid Officer must be included in emergency signs in each building. Proformas are available by contacting Emergency Management.

First Aid signage should be placed near all first aid kits to assist staff to easily identify the location of the first aid kits. This signage must comply with International Standard ISO 7010 Graphical symbols – Safety colours and safety signs – Registered safety signs – 2011.

2.5 Defibrillators

Automated External Defibrillators (AED's) are capable of conducting daily, weekly and monthly self-tests to ensure they are 'rescue-ready' at all times.

It is the responsibility of the nominated First Aid Officer to check them on a monthly basis. Should the First Aid Officer notice any of the following they should contact Emergency Management immediately.

- light on the upper right corner of the AED has turned red or there is an audible beep,
- AED is damaged,
- AED is missing.

3. FIELD TRIPS

It is the responsibility of the person in charge of a field trip to conduct a risk assessment and plan for the potential first aid needs of the trip. This includes ensuring appropriate first aid equipment and trained first aid personnel are provided.

4. REPORTING INCIDENTS

Injuries and illnesses must be reported through the online incident and hazard reporting system. It is the responsibility of the injured person to report an injury. Where this is not possible, a delegate or line manager can do this on their behalf.

It is recommended First Aid Officers advise the injured person at the time of treatment that all work injuries and illnesses must be reported.

First Aid Officers should complete a First Aid treatment form for all injuries or illness, or where an AED has been used for their own records or reporting purposes. [First Aid Treatment forms](#) can be downloaded from the Emergency Management website. Find out more about reporting an incident from the Healthy, Safety and Emergency Management Website.



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5. RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[First Aid Officer Appointment form](#)

[First Aid Kit Record form](#)

CONTACT DETAILS	
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Approval Authority	Director, Health, Safety and Emergency Management

REVISION HISTORY

Revision #	Date	Amendment Description
1	19/05/2015	New Guideline
2	21/10/2016	Minor update – wording change to new online incident and hazard reporting system
2.1	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections