

First Aid Policy and Procedure

1.0 PURPOSE

Youth2Industry College has procedures for supporting students with identified health needs; and will provide basic first aid response as set out in the procedure below, to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.

2.0 SCOPE

All Youth2Industry College staff, students and parents/carers. This document will be made available to through SharePoint and the College website.

3.0 IMPLEMENTATION

First aid involves emergency treatment and support to:

- Preserve life through:
 - Clearing and maintaining open airways
 - Restoring breathing or circulation
 - Monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

The goal of first aid is not to diagnose or treat the condition.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency**.

3.1 Procedures for Medical Treatment in an Emergency Response

In the event of an emergency and a student requiring medical attention, parents/carers will always be informed as quickly as possible of their student's condition and of the actions taken by the Youth2Industry College.

The First Aid Officer/s should be contacted or request assistance from another person to find the First Aid Officer. An ambulance if advised to do so maybe called. The Principal or Youth2Industry College leadership team should also be advised. If an ambulance is called, ensure someone is out the front of the site to show them directly to the injured person. Do not move the person until the First Aid Officer arrives or ambulance paramedic arrives, unless there is direct danger e.g. fire.

Once the First Aid Officer or ambulance paramedics arrive, staff should step aside and allow them to render their assistance. Staff should stay at the scene (if possible) to assist the First Aid Officer or ambulance paramedics with information they may require about the person.

All accidents or incidents will need to be recorded on either the **QMS: 400-05 Accident Notification Form** or the **QMS: 400-03 Incident Report Form** (paper based or on Compass). In either instance they should also be entered in the **QMS: 400-04 Incident and Accident Register**.

It is the policy of the Youth2Industry College that all injuries to the head, face, neck and back are reported to the Principal or nominee in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.

3.2 Non-emergency response

Staff providing first aid may assess that an emergency response is not required and render assistance that does not require further medical advice e.g. Minor cuts and abrasions. In this instance any first aid provided must be recorded on Compass.

Students and employees who become ill whilst attending classes at the Youth2Industry College and not classed as an emergency, will be provided with appropriate first aid treatment and may utilise the First Aid Room. Their parent/carer or emergency contact will then be contacted to arrange for the collection of the patient.

If an injured/unwell person can treat their own injuries/ailment, the First Aid Officer or another person may provide assistance if requested.

4.0 RESPONSIBILITIES

4.1 First Aid Officers

Consistent with the Department of Education and Training's First Aid Policy and Procedures, the Youth2Industry College will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates are recorded in the **QMS:400-06 Register of Staff Trained in First Aid**.

The Principal's First Aid nominee is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the Youth2Industry College as part of the College's OHS team. This may include completing the first aid risk assessment (refer to **Appendix A**) contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.

- Leading input on first aid requirements for excursions and camps.

Principal's First Aid nominee and First Aid Officer Duties

- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the Youth2Industry College (e.g. cardiac arrest or respiratory difficulties associated with asthma, management of severe bleeding, basic wound care, fractures, soft tissue injury).
- Following recording of first aid treatment as outlined in 3.1 and 3.2. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.

The First Aid Officer will be available at the Youth2Industry College during normal working hours and at other times when authorised College programs are being conducted.

5.0 STAFF TRAINING

All staff must be trained in either one of the following courses:

- Provide First Aid (Level 2) HLTAID011 or
- Provide an emergency first aid response in an education and care setting HLTAID012, this course includes full Asthma and Anaphylaxis qualifications

All staff members must update their Provide CPR Certificate every 12 months (HLTAID009).

Staff may also be required to complete additional first aid training in anaphylaxis and asthma (refer to staff training requirements in the respective **QMS: 408 Asthma and the QMS:407 Anaphylaxis Management Policies**).

6.0 FIRST AID KITS

First aid kits will be available for all groups that leave the Youth2Industry College on excursions or camps. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion/camps.

The Youth2Industry College will ensure one first aid kit for 10 to 65 staff /students will be available.

The first aid kits must:

- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency
- Have their location/s identified with a suitable sign
- Not be locked
- Must be checked regularly to certify that contents are complete and current

- Include emergency number of first aider/s and emergency services
- Contain a content checklist (Refer to **Appendix B**), to be checked and replenished after each use and at the end of each term

7.0 FIRST AID ROOM

The Youth2Industry College has a designated First Aid Room which will:

- Be located to provide easy access to ill/injured persons
- Be designated specifically for first aid purposes
- Be clearly identified – a green cross on a white background
- Be well illuminated and ventilated
- Have easy access to toilets
- Contain a resuscitation mask; cupboard for storing dressings medicine etc; a container for soiled dressing; a sharps disposal system (where deemed relevant); electric power points; a couch/bed with blankets and pillows; an upright chair; a first aid kit appropriate for the workplace
- Ensure a list of First Aid Officers names and contact numbers is clearly displayed (refer to **Appendix C**)
- Have emergency telephone numbers prominently displayed (refer to **Appendix D**)
- Be checked at least once per term or after increased usage
- Have the location made aware to all staff, students and visitors

8.0 INFECTION AND PREVENTION CONTROL

Adequate infection and prevention control **will** be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures will **always** be adhered to:

- Cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
- Wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
- Remove any broken glass or sharp material with forceps or tongs and place in sharps container
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

9.0 CLEANING AND SANITISING

Where a blood/biological spill has occurred, the following will be adhered to:

- Isolate the area where the incident occurred
- Clean up blood and other body fluids spills with disposable paper towels/tissues or by using a biohazard spill kit

- Use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area
- Dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
- Where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
- Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.

9.0 DISPOSAL OF CONTAMINATED WASTE

Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:

- Appropriate biohazard waste containers/bags; or
- In the general waste in suitably labelled bags (bags are to be double bagged); or
- Sanitary waste bins.

10. ASSOCIATED DOCUMENTS

- QMS: 408 Asthma Management Policy
- QMS:407 Anaphylaxis Management Policy
- QMS: 400-03 Incident Report Form
- QMS: 400-04 Incident and Accident Register
- QMS: 400-05 Accident Notification Form
- QMS:400-06 Register of Staff Trained in First Aid
- Appendix A First Aid Risk Assessment
- Appendix B First Aid Kit Contents Checklist
- Appendix C First Aid Summary Sheet
- Appendix D Emergency Phone Numbers

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
16/1/2024	2.0	P. Vakakis	Updates to processes

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May 2023
22/1/2024	2.0	Y2IC Board	Jan 2026

First Aid Risk Assessment

This form is to be completed with reference to First Aid Policy and Procedure

1. Personal Details	
Name of Person/s Conducting the Assessment:	Date: / /
2. Items to be considered for the provision of First Aid in the workplace	Description
Type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions, camps etc.).	
Potential illnesses or life threatening injuries (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.	
The size and layout of the workplace (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc.).	
The number and distribution of employees and others, including arrangements such as, travel requirements, visitors.	
The location of the site (e.g. proximity to medical facilities and access to ambulance services).	

3. Are following First Aid Room requirements in place?					
	Yes		Yes		Yes
Eye Protection	<input type="checkbox"/>	Sharps Disposal System	<input type="checkbox"/>	Work Bench or Dressing Trolley	<input type="checkbox"/>
Gown/Apron	<input type="checkbox"/>	Biohazard Waste Container	<input type="checkbox"/>	List of Emergency Numbers and First Aid Officers	<input type="checkbox"/>
Disposable Gloves	<input type="checkbox"/>	An upright Chair	<input type="checkbox"/>	Electric Power points	<input type="checkbox"/>
Resuscitation mask	<input type="checkbox"/>	Storage Cupboards	<input type="checkbox"/>	Bed with blankets and Pillows	<input type="checkbox"/>

4. Minimum First Aid Facilities			
Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, College field excursions etc.)	2 additional first aid officers for every category	2 additional first aid kits for every category	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Additional First Aid Facilities			
Insert description of additional facilities required after completing and evaluating sections 2, 3 and 4 of this form:			
6. Review Controls			
Principal First Aid Nominee verifies provision of the above first aid facilities:		Name:	
<input type="radio"/> Effective	<input type="radio"/> Not effective	Date: / /	Signature:

First Aid Kit Contents Checklist

Standard First Aid Kit

Item	Quantity	Type	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Paper towels	1 packet			
Sterile un-medicated non-adhesive dressings	8	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids – non-allergic/plain	1 packet			
Single use Nitrile gloves	3 packets	As required		
Steri strips (“butterfly” stitches)	1 packet			
Adhesive tape – non-allergenic/paper	1 roll	5 x 2.5cm		
Conforming bandages	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Triangular bandages	6			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
Heavy elastic bandages	2	15cm		
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			
Written instructions on asthma management				
Resuscitation face mask (reusable)	1			
Medicine measure	1			
Stainless steel scissors	1			
Heavy duty pair of scissors able to cut through clothing if necessary	1			
Sharps/Biohazard container for contaminated waste	as appropriate			
Plastic bags for disposal of contaminated waste	as appropriate			
Tweezers	1 packet			
Gel packs (kept in refrigerator)	2			
Adhesive sanitary pads	1 packet			

Item	Quantity	Type	Expiry date	Refill?
Flexible "sam" splints	1 set			
Safety pins	1 packet			
Thermal blanket	1			
Blanket and sheet	1 of each			
Antiseptic hand wash/germicidal soap	1			
Box of paper tissues	1 box			
Ice cream containers or emesis bags for vomit	as appropriate			
Book to record details of first aid provided	1			
Non-stick un-medicated wound dressings	4	small		
	4	medium		
	4	large		
Sterile eye pads	1 packet			
Eye wash bottle	1			
Burns Module (non-stick gel padded dressing with bandage attached)	4 modules			
Spare auto - injection device	as appropriate			

Excursion First Aid Kits

Quantities to be determined by a risk assessment and based on activities being undertaken.

Item	Quantity	Type	Expiry Date	Refill?
Appropriate and current first aid manual	1			
Single use nitrile gloves				
Gauze swabs		7.5 x 7.cm		
Sterile saline ampoules		15ml		
		30ml		
Paper towels				
Sterile un-medicated non-adhesive dressings		5 x 5 cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids – non-allergic/plain				
Steri strips ("butterfly" stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		
		7.5cm		
		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		
		5cm		
		7.5cm		
		10cm		
Heavy elastic bandages		15cm		
Ventolin puffer				

Item	Quantity	Type	Expiry Date	Refill?
Spacer device for Ventolin use (not reusable)				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure				
Stainless steel scissors		medium		
Heavy duty pair of scissors able to cut through clothing if necessary				
Disposable splinter probes				
Sharps container for waste				
Tweezers				
Chemical cold packs (no refrigeration required)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Ice cream containers or emesis bags for vomit				
Plastic bags for disposal of contaminated waste				
Book to record details of first aid provided				
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				
Spare adrenalin auto - injection device	as appropriate			

Yard Duty Bags

Items	Quantity	Type	Expiry Date	Refill?
Single use nitrile gloves	2			
Sterile saline ampoules	6			
Gauze bandages	1	2.5cm		
	1	5cm		
Band-Aids	1 packet			
Resuscitation face mask (reusable)	1			
Mobile phone/cordless phone/two way radio (optional)	1			
Heavy elastic bandages		15cm		
Spare adrenalin auto-injection device	as appropriate			

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards

First Aid Officers – Completed Provide First Aid

Insert Photo

Insert Photo

Insert Photo

Name

Name

Name

Telephone extension/mobile

Telephone extension/mobile

Telephone extension/mobile

IMT ROLES ACTIVITES	PRIMARY CONTACT		SECONDARY CONTACT	
	NAME	MOBILE	NAME	MOBILE
Chief Warden				
Planning tasks will be performed by				
Communications tasks will be performed by				
Operations Officer/Emergency Personnel Marshal tasks will be performed by				
Logistics Warden/Area Clearance tasks will be performed by				
First Aid Tasks will be performed by				

Nearest Medical Centre	Nearest Hospital
Telephone: _____	Telephone: _____
Address: _____	Address: _____

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

Emergency Phone Numbers

Emergency Contact	Contact Telephone Number
Fire	000
Police	000
Ambulance	000
State Emergency Service (SES)	132 500
Accident Towing	131 176
WorkSafe	132 360
Environmental Protection Agency (EPA) Victoria	1300 EPA VIC (1300 372 842) 9695 2700
Gas: Leaks and Emergencies	132 691 Multi Net Gas
Electricity: Power Failure	132 461 Origin
Poisons Information Centre	131 126
Counselling – Life Line	131 114
Nurse On Call	1300 606 024
Public Transport Victoria & Timetables	1800 800 007
Real Estate	Mobile (Intaj): 0430 091 146
• Landlord	Mobile (Ismail) 0450 726 700
Hospitals:	
• Dentists: Dental Hospital Service [Emergency Only]	1300 360 054
• The Royal Melbourne Hospital	03 9342 7000
• The Royal Women’s Hospital	03 8345 2000
• The Royal Children’s Hospital	03 9345 5522
Medical Centres:	
• St Kilda Road Medical Centre	Level 1, 391 St Kilda Road Melbourne VIC 3004 03 9869 2000
• Realcare Health Clinic	245 Park Street South Melbourne VIC 3205 03 9699 1088
• South Melbourne Health	1 Emerald Hill Place South Melbourne VIC 3205 03 9077 4422