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Leadership and Staff Development

The University of Newcastle is committed to providing a safe working environment under the *Occupational Health and Safety Act 1983* by providing a First Aid service to staff, students and visitors to the University.

First Aid is the immediate aid given to an ill or injured person when the injury or illness is first suffered and before medical aid can be administered. The concept of First Aid implies the administering of only minor or emergency treatment, followed by speedy referral to the recognised medical services where required. University of Newcastle obligations include:

- Appointing and training First Aid Officers (FAOs)
- Providing First Aid facilities - First Aid Kits and First Aid Rest Rooms - in accordance with First Aid State Legislative Requirements
- Accepting liability for legal action brought against an FAO for inappropriate First Aid treatment, provided the FAO acted reasonably and with proper motive

CONTROLS

- Occupational Health and Safety Act 1983, Occupational Health and Safety Amendment Act 1997
- Occupational Health and Safety (First Aid) Regulation 1989
- First Aid Guidelines

See also:

- Accident and Incident Reporting Requirements and Procedures
- Infection Prevention and Control Policy & Guidelines for Blood Borne Pathogens

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STAFF ACCOUNTABILITIES FOR FIRST AID WITHIN THE UNIVERSITY

POSITION	ACCOUNTABLE FOR
Executive Director, Human Resource Services	<p>Overseeing the provision of First Aid services and ensuring the policy and procedures are regularly reviewed.</p> <p>Determining the number of staff to be appointed as FAOs based on:</p> <ul style="list-style-type: none"> i. The number of staff and geography of buildings covered ii. An appropriate balance between male and female FAOs. <p>Collating Incident Reports from FAOs in the event of reportable accidents or incidents.</p> <p>Authorising payment of the FAO Allowance.</p> <p>Funding for FAO initial First Aid certificate and renewal training.</p> <p>Authorising cessation of payment of the FAO Allowance when qualifications have expired or staff resign from FAO posting.</p> <p>Authorising payment of the FAO Allowance to relief FAOs.</p> <p>Ensuring all First Aid Officers receive induction prior to commencing duties.</p>
Pro Vice-Chancellor/ Head of Division	<p>Determining if staff should receive First Aid training and be allocated First Aid kits in University vehicles, for work or travel to remote localities.</p> <p>Submitting nomination for FAO to the Health and Safety Team, Human Resource Services (HRS).</p> <p>Funding for FAO and First Aid equipment from School/Faculty funds.</p>
First Aid Officer	<p>Administering immediate aid to sick and injured person(s) on University premises in accordance with the principles of First Aid.</p> <p>Maintaining patient confidentiality.</p> <p>Documenting in Injury Report Register any First Aid treatment administered</p> <p>Controlling access to the First Aid rest room (if applicable).</p> <p>Ensuring their qualifications are current.</p> <p>Undertaking annual Cardio Pulmonary Resuscitation (CPR) refresher training.</p> <p>Notifying the Health and Safety Team, within HRS when changing location, taking extended leave or electing to cease being an FAO.</p> <p>Maintenance of First Aid kits.</p> <p>Maintain current contact details near First Aid kit.</p>

FIRST AID OFFICERS

QUALIFICATIONS

First Aid Officers (FAOs) are responsible for the following:

- Possessing a current First Aid proficiency certificate
- Ensuring the qualifications remain valid, by enrolling in an appropriate course to renew their qualifications prior to its expiration

Note: FAOs can attend training courses during normal working hours for new certification and re-certification.

The current work qualifications required for an FAO are listed in the following table.

WORK APPLICATION	QUALIFICATION
Office Environment	<p>Minimum</p> <p>St. John Ambulance Australia "Senior"</p> <p>or</p> <p>Red Cross "Standard A"</p> <p>or</p>

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	Equivalent certificate approved by the Authority AND Annual CPR refresher
Laboratory	Minimum St. John Ambulance Australia "Senior" or Red Cross "Standard A" or Equivalent certificate approved by the Authority Additional (relative to level of potential workplace hazard) AND Annual CPS refresher St. John Ambulance Australia "Advanced" or equivalent may be required.
Field Staff	Minimum (at the Pro Vice-Chancellor/Head of Division's discretion) Consideration may be given to First Aid training for staff who travel regularly to remote localities Training should be at the St. John Ambulance Australia "Advanced" qualification or equivalent Annual CPR Refresher No FAO Allowance is paid.

SELECTION CRITERIA FOR FAOs

Staff who are nominated for the role of FAO should meet the following criteria:

- Demonstrate enthusiasm for the duties of providing First Aid services to other persons.
- Possess the capacity to deal with injury and illness.
- Demonstrate an ability to relate well to other staff.
- Maintain reasonable health.
- Demonstrate an awareness of the need for caution.
- Be flexible, and be aware of the need to be summoned from their normal duties at short notice.
- Maintain permanence in their work location and be available to their assigned group for whom they provide First Aid services in the workplace.
- Be able to maintain confidentiality.
- Be able to maintain First Aid kit(s) as required.

ALLOCATION OF FIRST AID OFFICERS

(Click here to view the names and locations of [First Aid Officers](#))

Note: Where the University shares accommodation with other tenants, shared arrangements may be made to ensure appropriate First Aid coverage.

OTHER DUTIES OF FIRST AID OFFICERS

- *Building Emergency Control Committee*
FAOs automatically become members of the Building Emergency Control group for their area and must familiarise themselves with their role in an emergency situation.
- *Fire Wardens*
Given an FAO's specific responsibilities in regard to evacuations, it is not recommended that an FAO serve the dual role of Fire Warden.

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PROVISIONS

The provision of First Aid at the University of Newcastle includes, but is not limited to:

- Providing immediate First Aid treatment of illness and injury at work.
- Arranging for transportation to hospital, or ensuring the person requiring treatment is able to return home safely.
- Maintaining treatment records.
- Providing First Aid services during emergency evacuation.
- Identifying and reporting measures to reduce the incidence of repeat injuries.
- Identifying and reporting health hazards.
- Participation in First Aid training and associated training programs.

RECORD OF TREATMENT

FAOs are required to keep a record of all First Aid treatment given. These records must include:

- Date and time of treatment.
- Details of the injuries or illness.
- The details of the First Aid that was provided.
- If any recommendation was made - for example, if the staff member was advised to see their own doctor.

Note: The Injury/Incident/Hazard Report Register is an acceptable record.

PRIVACY OF PATIENT INFORMATION

Information concerning the treatment of staff/patients is confidential. However, information about First Aid treatment provided must be:

- Disclosed to attending ambulance services and other treating authorities.
- Restricted to essential information.
- Recorded in the Injury/Incident/Hazard Report Register.

LEGAL ACTION

- **Indemnification**

If legal action is initiated against a FAO, University of Newcastle staff who are nominated as FAOs and are performing FAO duties in the course of their employment are protected by law, providing they have acted reasonably and with a proper motive.

Where a FAO performs First Aid duties for a reportable accident/incident, he or she must immediately submit an Injury/Incident/Hazard report to the OH&S/Rehabilitation Co-ordinator, HRS. This will be required should a subsequent compensation claim be submitted.

FIRST AID KITS AND REST ROOMS

First Aid Kits

First Aid kits are provided in accordance with State Legislative requirements. First Aid kits:

- must be accessible and clearly signposted.
- must be portable or mounted (if possible) in such a way as to allow them to be removed and carried to an injured person.
- should be type B, unless vehicular which is trauma kit type C.

Motor Vehicles

At the Pro Vice-Chancellor/Head of Division's discretion, consideration will be given to the provision of First Aid in University of Newcastle vehicles used for work or travel to remote

localities. Kits will normally only be issued to staff with the appropriate First Aid qualifications. Staff are responsible for returning First Aid kits to the Faculty/School/Division at the completion of the trip.

Analgesics

Analgesics such as paracetamol:

- are prohibited as a stock item in University of Newcastle First Aid kits.
- must not be administered by FAOs.

First Aid Rest Rooms

The University Health Service is available to staff and students on the Callaghan Campus.

Where a First Aid rest room is provided, FAOs have authorised access to the room. A current list of the names and contact phone numbers of the FAOs must be placed outside the First Aid rest room.

Disposal of Waste

All waste generated during the administration of First Aid is regarded as contaminated or hazardous waste. Biological hazard bags can be obtained by contacting the Health and Safety Team.

BENEFITS

FAO ALLOWANCE

The FAO Allowance is only to be paid while a current First Aid certificate is held, and while the person exercises sole responsibility for the role of a FAO or is responsible for maintaining the First Aid kit. If a First Aid certificate has lapsed for a period of one month, the FAO Allowance ceases. When an FAO is on an extended absence of more than four weeks their allowance ceases till they return to work.

RELIEF FIRST AID OFFICERS

When an FAO is on extended absence of more than four weeks, at the discretion of the Faculty/School/Division Delegate, another staff member with current First Aid qualifications may be appointed to perform the FAO duties and be paid the First Aid Allowance.

INOCULATION AGAINST HEPATITIS B

The Faculty/Division pays the costs for inoculating FAOs against Hepatitis B. FAOs should contact the University Health Service direct to organise inoculations.

FIRST AID KITS - PROCEDURE

FIRST AID OFFICERS

1. Ensure First Aid kits are:
 - Accessible.
 - Clearly signposted.
 - Fully stocked.
 - Regularly checked for expiry dates of equipment/items and expired items replaced.

FACULTY/SCHOOL/DIVISION DELEGATE

2. Order replenishment stock for First Aid kits
3. Arrange payment for the restocking of First Aid kits at their location
4. If approved by the Pro Vice-Chancellor/Head of Division, issue First Aid kits to staff who use University of Newcastle vehicles for work or travel to remote localities, and ensure the kits are returned at the end of the trip.

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FIRST AID TREATMENT - PROCEDURE

FIRST AID OFFICERS

1. On being notified of a casualty:
 - Administer the required First Aid,
 - On Callaghan Campus, contact the University Health Service if an ambulance is required. Security will co-ordinate the ambulance. (The cost incurred for the ambulance is at the patient's expense.) On other campuses contact the ambulance service direct if required. [Click here for the Ourimbah Campus Ambulance Policy.](#)
 - Complete and submit an Injury/Incident/Hazard report.
2. If an ill/injured person refuses treatment and/or refuses to seek further medical treatment:
 - Advise the person of the University's OH&S responsibility to staff, students and visitors
 - Ask if the person would prefer the assistance of an alternative FAO (if appropriate)
 - Advise the person that his or her refusal will be noted in the record of treatment

DISPOSAL OF WASTE - PROCEDURE

1. Place the material in a biological hazard plastic bag and tie securely with autoclave tape.
2. Place the biological hazard plastic bag inside another plastic bag.
3. **Callaghan Campus:** Western Side of Campus; bag to be taken to University Health Service. Eastern Side of Campus; bag to be taken to Richardson Wing to a Technical Officer in Nursing.
Ourimbah Campus: bag taken to Biology SL1.
Off Campus: contact Health and Safety Team.
4. The biological hazard bag will then be disposed of in accordance with State regulations.

FAO ALLOWANCE - PROCEDURE

EXECUTIVE DIRECTOR, HUMAN RESOURCE SERVICES

1. As appropriate, authorise payment of an FAO Allowance
or
Authorise cessation of payment of FAO Allowance when the officer's qualifications expire.
2. If an accredited FAO is absent for more than four weeks:
 - Authorise suppression of FAO allowance during such absence
 - Organise payment of an FAO Allowance to another trained staff member who becomes acting FAO

FACULTY/SCHOOL/DIVISION DELEGATE

FAOs should organise vaccinations in consultation with the University Health Service. The School delegate should organise payment.

GENERAL ADMINISTRATION - PROCEDURE

OH&S/REHABILITATION CO-ORDINATOR, HRS

1. Co-ordinate appointments
2. Maintain training records and statistics
3. Advise managers and staff on First Aid issues
4. Conduct FAO induction of new FAOs

LEADERSHIP AND STAFF DEVELOPMENT

1. Maintain training records and statistics.

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