



## FIRST AID POLICY AND PROCEDURES

(To be read in conjunction with the Kent **Hazard and Incident Policy & Procedures** Kent Website [MyKent Public Link](#)> POLICY –Hazard and Incident Policy & Procedures) Public User Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’ **and Risk Management Framework and Guidelines (Clauses 3.0 and 4.0)** [Kent Website MyKent Staff Link \(Staff Login Required\)](#)

<b>Policy Statement</b>	Kent Institute Australia (Kent) has an obligation and duty of care under Work Health and Safety legislation to provide a safe workplace for all Kent staff, students, sub-contractors (and their staff) as well as visitors to Kent. These procedures have been developed to provide a safe system of work to manage First Aid facilities in the workplace.
<b>Responsibility for Implementation</b>	Managing Director, Chief Information Officer, Executive Managers, Chief Risk & Compliance Officer, Kent designated First Aiders
<b>Compliance and Monitoring</b>	Chief Risk & Compliance Officer, Governing Board

### Purpose

This policy and associated procedures have been developed to provide a safe system of work to manage First Aid facilities in the workplace. These procedures also specify the minimum requirements for the provision and ongoing maintenance of First Aid services, personnel training and First Aid equipment in accordance with the *First Aid In the Workplace Code of Practice (July 2019)* <https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>.

### Scope

All Kent staff, students, contractors, sub-contractors (and their staff) as well as visitors to Kent or locations where Kent operates.

### Aim

To provide a workplace that ensures, as far as practicable, the safety, health and wellbeing of all Kent staff, students, contractors and visitors.

### Definitions

The following definitions are from the *First Aid in the Workplace Code of Practice (July 2019)* under the Work Health & Safety Act and the Work Health and Safety Regulations:

**Employee (worker)** means any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a “host employer” or a volunteer.

**First Aid** means the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

**First Aider** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

**First Aid Equipment** includes First Aid Kits and other equipment used to treat injuries and illnesses. The First Aid Kit should contain the items listed in **Appendix 1**.

**Hazard** means a situation or thing that has the potential to harm a person. Hazards at work may include noisy equipment, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

**Low Risk Workplace** means a workplace where workers are less likely to be exposed to hazards that could result in serious injury or illness. For example, offices, shops or libraries. Work related injuries and illnesses requiring first aid are likely to be minor in nature. Low risk workplaces are rated to have One First Aider for every 50 workers and have provision for a 'Basic First Aid Kit' and a First Aid Room is required if 200 or more employees.

## PROCEDURE

### 1.0 Kent's First Aid Obligations

Kent will:

- Provide efficient First Aid equipment for relevant location of business.
- Ensure access to facilities for the administration of First Aid.
- Ensure that an adequate number of workers are trained to administer First Aid at the workplace or that employees have access to an adequate number of other people who have been trained to administer First Aid.

Where Kent operates in locations managed by third parties the Chief Operating Officer and Chief Information Officer will ensure through Joint Operations or WHS Committees or other relevant forums, that sufficient first aid facilities and resources are in place, available and accessible to Kent staff and students or other Kent stakeholders in alignment with the legislative provisions of the relevant jurisdiction.

In accordance with the *First Aid in the Workplace Code of Practice Appendix B* Kent will apply a risk management approach to providing First Aid following its four (4) steps under the auspices of the designated Kent Work Health & Safety Committee reporting regularly to the Audit & Risk Management Committee:

1. Identifying hazards that could result in work-related injury or illness
2. Assessing the type, severity and likelihood of injuries and illness
3. Providing the appropriate first aid equipment, facilities and training, and
4. Reviewing Kent's first aid requirements on a regular basis or as circumstances change.

Chief Operating Officer and Chief Information Officer will ensure that effective mechanisms are in place for the identification of hazards in locations of operation managed by third parties and associated reporting back to Kent and its Audit and Risk Management Committee.

### 2.0 First Aid Personnel and Training Requirements

First Aiders should hold a nationally recognised Statement(s) of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit(s) of competency 'Provide First Aid' and have been approved by Kent to undertake First Aid activities.

The 'Provide First Aid' competency level provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, First Aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.

First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three (3) years.

First Aiders may also need to undertake additional first aid training to respond to specific situations at their workplace. For example, where workers have severe allergies, first aiders should be trained to respond to anaphylaxis if this topic has not been covered in previous first aid training.

### 3.0 Number and Placement of Appointed First Aider

**3.1** In accordance with the *First Aid in the Workplace Code of Practice Appendix C* one First Aider is required for every 50 employees.

In Kent's circumstances, it is ideal if one (1) First Aider is appointed for each floor of a building in which Kent operates (*First Aid in the Workplace Code of Practice Clause 2.2*). It is desirable that this person has an alternate who can assume their duty if the nominated person is unavailable (*this may be the appointed First Aider from another floor*). If the designated First Aider will be on approved leave for an extended period (*e.g. Annual leave*) they must inform the Chief Operating Officer and Chief Information Officer accordingly with sufficient notice to allow an alternate First Aider to be appointed in their stead for the period of leave.

**3.2** It is the responsibility of Kent Executive Managers to nominate and bring to the attention of the Chief Operating Officer and Chief Information Officer appropriately qualified staff members.

**3.3** If a First Aider no longer wishes to continue in their appointment or resigns from Kent, Executive Managers will be asked to nominate a replacement staff member to be appointed and trained as a First Aider.

**3.4** On locations of operation managed by third parties, the Chief Operating Officer and Chief Information Officer will ensure that sufficient and adequately trained First Aiders are appointed jointly by Kent and the other party to cover the legislative and operational needs of both parties at all times and that the appointed First Aiders hold current First Aid qualifications at all times. This may be done through Joint Operations Committees or other relevant forums.

### 4.0 Nomination for Appointment as a First Aider

As from the date of approval of this Policy and Procedures, any increase in the number of First Aiders must be made with the prior approval of the Chief Operating Officer. Existing First Aiders will retain their appointment whilst there is an identified need, as determined and approved by their Executive Manager and their First Aid qualifications remain current according to *First Aid in the Workplace Code of Practice Clause 3.5*.

### 5.0 Appointment

The appointment of First Aiders will be for the term of the currency of their First Aid qualifications, unless specified otherwise by the Chief Operating Officer (or nominee in each Kent campus location).

If the appointed First Aider is on leave, the Chief Operating Officer and Chief Information Officer will appoint another staff member to temporarily take on the role of First Aider.

The Chief Operating Officer must authorise and approve all Kent First Aider positions. Another Kent staff member can be nominated by the Chief Operating Officer to assist with the administration of this Policy. The nominated staff member must report regularly to the Chief Operating Officer

It will be the responsibility of the Chief Information Officer to maintain a Register of First Aiders for all locations where Kent operates (with alternate First Aiders nominated) and to ensure that ALL Kent staff are aware of these nominated personnel.

## 6.0 **First Aid Requirements** (*First Aid in the Workplace Code of Practice Clauses 3.6 and 3.7*)

### **Kent will:**

- 6.1 Provide First Aid facilities as per *First Aid in the Workplace Code of Practice* (Clause 3.4) including first aid kits.
- 6.2 Ensure all Kent employees have a clear understanding of First Aid in their workplace and are provided with an induction on First Aiders, how to access, where First Aid is located and how to establish and maintain communication systems to ensure rapid emergency communication with First Aiders and any required external emergency services. (*First Aid in the Workplace Code of Practice Clause 3.6*).
- 6.3 Ensure First Aid Kits contain the First Aid items set out in **Appendix 1**
- 6.4 Ensure First Aid Kits are kept in conspicuous and easily accessible locations in each Kent campus and have well-recognised, standardised First Aid signs displayed near them to assist in their easy location (*First Aid in the Workplace Code of Practice Clause 3.7*)
- 6.5 Ensure First Aid Kits display the name of the appointed First Aider and their contact information.
- 6.6 Ensure First Aiders are responsible for reporting on the use of any first aid items from the First Aid Kit and/or first aid equipment and notification of the need to replenish and/or replace any such items.
- 6.7 Purchase specialised First Aid equipment for Kent such as a defibrillator, oxy-viva's, and oxygen therapy equipment at the recommendation of Kent's Audit and Risk Management Committee.
- 6.8 Ensure Kent's provisions for critical incidents and/or emergencies are detailed in the Kent Emergency Evacuation Policy & Procedures and Critical Incident Policy and Procedures (Kent Website [MyKent Public Link](#)> POLICY – Emergency Evacuation Policy & Procedures and POLICY – Critical Incident Policy & Procedures) Public User Login 'public@kent.edu.au' and enter Password 'AccessKent!'

## 7.0 **Incident Recording**

A record of any First Aid treatment provided by the relevant First Aider should be made on the Hazard or Incident Report Form ([MyKent Public Link](#)> FORM – Hazard or Incident Report Form) Public User Login 'public@kent.edu.au' and enter Password 'AccessKent!' and forwarded to the Chief Risk & Compliance Officer within 24 hours of the occurrence who will keep it on the Hazard and Incident Report Register. This is reported regularly to the Audit & Risk Management Committee by the Chief Risk & Compliance Officer.

## 8.0 **Records Management**

All records relevant to this document are to be maintained in a recognised Kent record keeping system.

The Chief Information Officer will maintain a Register of First Aiders (with alternates nominated) and ensure that ALL Kent staff are aware of these nominated personnel.

## 9.0 **Review**

In accordance with *First Aid in the Workplace Code of Practice Clause 3.8* Kent has a responsibility to regularly review First Aid arrangements to ensure Kent meets First Aid expectations and provisions remain adequate and effective.

The Chief Information Officer will ensure regular reviews are conducted in the following areas:

- The number of First Aiders at Kent is sufficient for the number of employees and all employees have access to a First Aider if required at all times Kent is operating
- Designated First Aiders have skills, training and competencies to provide First Aid at Kent
- First Aid Kits meet the list of minimum supplies as detailed in Appendix 1
- First Aiders are identifiable to all employees and they know how to access First Aid.
- A current List of Kent First Aider contacts is readily available at designated locations on each Kent campus
- First Aid facilities are well maintained and readily accessed by Kent employees.
- Access for emergency services at the workplace e.g. Ambulance parking is available

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<b>Date Updated:</b> 25 <sup>th</sup> May 2016 – No Version Control Change – minor amendments 30 <sup>th</sup> March, 2017  1 <sup>st</sup> June, 2018 11 <sup>th</sup> October, 2018 (minor amendments) 1 <sup>st</sup> May, 2019 (minor amendments) 15 <sup>th</sup> May and 12 <sup>th</sup> June, 2020 (minor amendments) 5 April 2023	<b>Reviewed by:</b> Executive Manager Risk & Compliance  General Manager Campus Operations/Campus Director Managing Director/CEO CEO Manager Risk & Compliance/GB Secretary Executive Manager IT & Facilities (reviewed by Executive Manager Risk & Compliance 12 <sup>th</sup> June, 2020 with minor word amendments) Executive Manager Governance, Risk and Compliance
<b>Version Control Update (Current):</b> Version 1 – 25 May 2015 Version 2 – 30 <sup>th</sup> March, 2017  Version 3 – 1 <sup>st</sup> June, 2018 Version 4 – 15 <sup>th</sup> May, 2020  Version 5 – 5 April 2023	<b>Approved By:</b> Governing Board <b>Meeting Date:</b> <b>V1</b> 17 <sup>th</sup> June, 2015 <b>V2</b> 7 <sup>th</sup> June, 2017 <b>Approved by:</b> Managing Director/CEO – <b>V3</b> 1 <sup>st</sup> June, 2018 <b>CEO</b> – 11 <sup>th</sup> October, 2018 <b>CEO</b> – 1 <sup>st</sup> May, 2019 <b>CEO</b> – 15 <sup>th</sup> May, 2020 and 18 <sup>th</sup> June, 2020 <b>V5</b> - Governing Board 5 April 2023
<b>AMENDMENTS:</b> <b>30/03/2017</b> – Add Definitions as per the updated First Aid in the Workplace Code of Practice, position of General Manager Campus Operations/Campus Director, Change reference from Managing Director to General Manager Campus Operations/Campus Director and reporting requirements for staff responsible for implementing this Policy. <b>01/06/2018</b> – remove reference to the General Manager Campus Operations/Campus Director – obsolete position title. Updates related to the <i>First Aid in the Workplace Code of Practice</i> 25 May 2018. Add Clause 9.0 Review <b>11/10/2018</b> – minor amendments to update document for Kent position titles and responsibilities. <b>01/05/2019</b> – 12 month review and minor amendments to update Kent position titles. The Code of Practice remains unchanged from current version of 25/05/2018. <b>15/05/2020 &amp; 12/06/2020</b> – 12-month review and minor amendments including update position titles and review <i>First Aid in the Workplace Code of Practice</i> updated to July 2019. References to this document confirmed to be correct. Version Control updated to demonstrate currency as previous review change was required.	

**05/04/2023** – Update to reflect current organisational structure and to include references to operations in locations managed by third parties.

## Appendix 1 - Contents of a First Aid Kit and Checklist

ITEM	QUANTITY	CHECK
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 (nitrile is a latex free rubber suitable for people with latex allergies)	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	

**\*\*Note:** Medication, including analgesics such as paracetamol and aspirin, **should not** be included in First Aid Kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. Workers requiring over the counter medications should carry their own medication for personal use.

1. Contents Checked: ..... Date: ...../...../.....

**First Aider**

2. Contents Checked: ..... Date: ...../...../.....

**First Aider**

3. Contents Checked: ..... Date: ...../...../.....

**First Aider**