First Aid Policy

1. INTRODUCTION

Life Skills & Adventures is committed to the provision of an effective system of first aid management to protect the health and safety of all employees, campers and visitors as a requirement of the Occupational Health and Safety Act 2004. This policy applies to all who may be affected by injuries or illness resulting from LSA activities, regardless of location.

2. POLICY

The 'First Aid' policy available via the Life Skills & Adventures webisite:

https://lsadventures.com.au/index.php/policies/

FIRST AID OFFICERS:

Life Skills & Adventures has provided more than the number and qualification level of first aid officers required. Compliance is achieved by providing: (WorkSafe, 2008)

- **One** first aid officer for **10 to 50** employees and campers
- **Two** first aid officers for **51 to 100** employees and campers
- **An additional first aid officer** for every additional **100** employees

Rosters for all shifts must adhered to the above ratios

Lists of first aid officers and contact details should be clearly displayed on:

- Phones
- Emergency procedure notices

First Aid Officer Details:

NAME	POSTION
Anna Ibrahim	Director
David Grubisich	Director
Tania Grubisic	Camp Carer/Leader

First Aid Officer Training:

Life Skills & Adventures has ensured that all first aid officers have undergone recognised first aid training.

The cost of attendance at recognised first aid training courses will be met by Life Skills Adventures – permission must be sought before attending the course to ensure re-imbursement.

The minimum acceptable level of training for first aid officers for workplaces is the senior first aid certificate (often referred to as a **level 2 first aid** qualification) or its competency based equivalent HLTAID 004 Apply First Aid with Asthma and Anaphylaxis. (WorkSafe, 2008)

First aid qualifications:

- All staff required to provide first aid must have satisfactorily completed a recognised first aid training course which is renewed **every 3 years.**
- Cardiopulmonary resuscitation (CPR) training must be undertaken **every 2 years.**
- Employers need to ensure that the qualifications of first aid officers is current (WorkSafe, 2008)
- Details of level of training attained and renewal date are recorded on the first aid training registry

Additional training may be required to manage campers with chronic health issues such as Diabetes, Asthma, Epilepsy, Anaphylaxis etc and the cost of the training is to be determined LSA Directors.

First Aid training Registry:

NAME	LOCATION	CONTACT NO.	ANNUAL CPR DATE	CERTIFICATE EXPIRY DATE	FIRST AID LEVEL ATTAINED

FIRST AID EQUIPMENT AND FACILITIES:

First Aid kits

Life Skills & Adventures has provided the number of first aid kits required according to the number of staff and campers. Compliance is achieved by providing:

- **One** first aid kit for **10 to 50** employees & campers
- **One additional** kit for every additional **50** employees & campers up to **200** (WorkSafe, 2008)

The first aid kits must:

- Be located in prominent and accessible positions and ensure all staff and campers are aware of their location in case of an emergency
- Have their location/s clearly identified
- Be provided for all company vehicles, where the vehicle is considered to be a workplace
- Be available for all groups that leave the location on prescribed excursions
- Not be locked

First aid kit contents:

- A first aid kit needs to include:
    - Basic first aid notes
    - Disposable gloves
    - Resuscitation mask
    - Individually wrapped sterile adhesive dressings
    - Sterile eye pads (packet)
    - Sterile coverings for serious wounds
    - Triangular bandages
    - Safety pins
    - Small sterile unmedicated wound dressings
    - Medium sterile unmedicated wound dressings
    - Non-allergic tape
    - Rubber thread or crepe bandage
    - Scissors
    - Tweezers
    - Suitable book for recording details of first aid provided
    - Sterile saline solution
    - Plastic bags for disposal (WorkSafe, 2008)
- Must be checked regularly to certify that contents are complete and not expired.
- Should contain a current first aid manual
- Include emergency number of first aider/s and emergency services
- Contain a content checklist – to be checked and replenished after each use and at the end of each camp.

For LSA Camps, the contents may vary depending on the nature of the hazards in thearea (e.g. rural, sporting, etc). A portable first aid kit should be available for use at the scene of an emergency.

RECORDS:

Life Skills & Adventures has established a system for recording all information relevant to the first aid management of an injury or illness.

First aid officers must record all first aid treatments provided. The recording system must include:

- *The date and time of the incident*
- *A description of the incident and/or symptoms*
- *Signs observed by the first aid attendant*
- *Treatment given*
- *Whether the person returned to work/class, went home, or was transferred to a doctor or hospital*

ADMINISTERING MEDICATION:

Life Skills & Adventures has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to campers.

General level 1 & 2 First aid training courses do not teach first aid officers to manage illness and injury using medication.

When a staff member is authorised to administer specific medications to a camper, the following information should be provided to Life Skills & Adventures:

- Name of camper requiring medication listed on the container – written by pharmacist
- Parental/Guardian authorisation forms signed and dated
- Medical practitioner's instructions
- Specific dosage to be administered to camper
- Time medication to be taken by student
- Route medication to be taken e.g. oral, inhalation, injection, etc

All medication dispensed must be recorded. Parental/guardians permission is required to administer analgesics (pain medication) to program participants.

Staff trained to dispense specific medication:

NAME	LOCATION	CONTACT NUMBER	TYPE OF MEDICATION	TRAINING PROVIDER

All medication administered, must be recorded by the first aid officer on the ***Medication Administration Record***.

3. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

4. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff	● Adhering to Policy as outlined
Company Director(s)	● Maintaining a register of staff with First Aid. ● Reviewing the Policy every 3 years with the Senior Management Team.
Company Director(s)	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director(s)	Approve the Policy and Provide official sign off on the Policy

5. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.