

# FIRST AID FACILITIES PROCEDURE

This procedure must be read in conjunction and interpreted in line with the [*First Aid policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html).

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## OVERVIEW

This procedure describes the management system relating to the provision of first aid facilities in directorate workplaces. It applies to the provision of facilities, equipment and resources within the workplace environment as well as for curriculum activities including excursions.

## RATIONALE

* 1. The directorate manages first aid facilities in accordance with the ACT Public Service [*First Aid in the Workplace*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf) policy and the directorate *First aid policy 2014* in order to meet the requirements of the [*ACT Work Health and Safety Act* *2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf)and [*ACT Work Health and Safety Regulations 2011*](http://www.legislation.act.gov.au/sl/2011-36/current/pdf/2011-36.pdf)*, the* [*Children (Education and Care Services) National Law (NSW) No. 104a*](http://www.legislation.act.gov.au/a/2011-42/default.asp) *and* [*Education and Care Services National Regulations*](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N). These requirements include using a risk management approach to tailor the provision of first aid facilities, equipment and resources to the circumstances of the specific workplace.
  2. The directorate as the Person Conducting a Business or Undertaking (PCBU), has the primary duty to ensure, so far as is reasonably practicable, that workers and other persons at the workplace are not exposed to hazards and risks arising from the provision of first aid facilities, equipment and resources.

## DEFINITIONS

ACTPS is the ACT Public Sector or Service.

**Executive** is a term that includes executives, school principals, managers and supervisors.

**First aid equipment/resources** includes first aid kits and other equipment used to treat injuries and illnesses.

**First aid facilities** include first aid rooms, clean water supplies and other facilities needed for administering first aid.

**Worker** includes directorate employees, volunteers, students gaining work experience and others including contractors and sub-contractors.

Additional first aid definitions are provided in the [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)and Procedures 1-11.

## PROCEDURES

**Roles and Responsibilities**

* + 1. The responsibilities of the Director-General, executives including principals, managers, supervisors and workers are set out in the [*ACT Work Health and Safety Act* *2011*](http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf)*,* and articulated in the ACTPS policy [*Work Health and Safety Act 2011-Responsibilities* WHS-03-2013](http://www.cmd.act.gov.au/__data/assets/pdf_file/0010/489097/2013_whs_03_responsibilities.pdf) (ACTPS responsibilities policy).

Key responsibilities as they relate to the management of first aid facilities, equipment/resources are outlined below should be read in conjunction with *ACTPS responsibilities policy* and the directorate [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) and [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)

* + 1. **Director-General** 
       1. The Director-General will exercise due diligence to ensure that directorate work environments are safe and healthy for workers, students and others and that the Directorate complies with the ACTPS policy [*WHS-04-2013* *First Aid in the Workplace*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf).
       2. In the context of first aid facilities, due diligence means taking all reasonable steps to ensure:
* a risk management approach is used to identify and adequately resource the provision and administration of first aid facilities, equipment /resources, including first aid rooms in directorate workplaces
* that a system of regular monitoring of safe practices, procedures and controls for the provision of first aid facilities, equipment/resources is implemented
* systems are in place that facilitate consultation with workers when decisions are made about first aid requirements for facilities, equipment/resources
* first aid facilities, equipment/resources are available for all workers, students and others including those who do not work during normal business hours e.g. cleaners/contractors
* that suitably trained and qualified first aid officers manage first aid facilities, equipment/resources.
  + 1. **Executive** 
       1. Executives including principals, managers and supervisors have the responsibility to exercise due diligence in assisting the Director-General with their obligations including implementing the ACTPS and directorate first aid policies and procedures.
       2. In the context of the provision of first aid facilities, equipment/resources this includes taking all reasonable steps to:
* determine and implement first aid facility, equipment /resource requirements based on the outcomes of a risk assessment process and document this in the site based risk register, considering:
  + regular day-to-day activities
  + practical curriculum activities including off-site activities (e.g. excursions, sporting events and camps)
  + designating first aid officers as needed to meet first aid requirements
  + implement a system for maintaining first aid facilities, equipment/resources including first aid rooms and first aid kits
  + standard infection control practice as outlined in the [*Standard Infection Control Precautions and Safe Work Practice*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html) procedure is followed during the provision of first aid and in the disposal of first aid waste
  + financially supporting the provision of appropriate first aid facilities, equipment/resources, and training
  + facilitate communication and reporting relating to accidents/incidents and the provision of first aid
  + facilitate communication of first aid facilities, resources and equipment through appropriate signage and training
  + facilitate the implementation of emergency treatment plans for students with a specialist medical condition in collaboration with the student, parent, and relevant school staff
  + manage emergency medication needs including those to treat anaphylaxis and asthma, as outlined in the [*Anaphylaxis Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html) *and* [*Asthma Management Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)*.* 
    1. **Workers**
       1. ACT Government workers have a responsibility to ensure that while they are at work they:
* take reasonable care for their own health and safety, and do not adversely affect the health and safety of another person
* comply with the ACTPS and directorate first aid policies and procedures. This includes taking all reasonable steps to:
  + participate in consultation and risk management processes relating to the provision of first aid facilities, equipment/resources
  + report any hazards to the executive including principal, manager and supervisor in relation to first aid facilities, equipment/resources
  + undertake first aid induction and training as required, and in the school context, ensure that they:
* pro-actively manage potential risks associated with students and others undertaking activities; curriculum or other tasks, that might lead to a first aid emergency
  + provide activities within the context of adequate access to first aid facilities, equipment/resources.
    1. **First aid officer**
       1. First aid officers in charge of the maintenance of first aid facilities, equipment/resources will ensure that they are maintained in accordance with this procedure. This includes ensuring, so far a reasonably practicable that;
* first aid officers are familiar with the contents, emergency first aid manual and the directorate procedures accompanying the kit
* first aid officers facilitate the use of the kit when required
* first aid kits in the workplace are accessible and maintained as outlined in sections 4.5 and 4.7
* first aid kit contents are replenished as soon as practicable after use
* the contents of the kit have not deteriorated
* the use by date of contents has not expired
* first aid rooms are kept in good condition and in accordance with the requirements of the [*Standard Precautions for Infection Control and Safe Work Practice Procedure*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html)
* the first aid room and location of first aid kits are clearly identifiable with required signage
* first aiders are clearly identified on the key safety contacts poster made available;
  + in the first aid room/area
  + by phone
  + on emergency procedure notices
  + on/in first aid kits, and
  + on safety noticeboards.

**First aid rooms**

* + 1. A first aid room should be available at all ACT Government schools and larger directorate workplaces (100 persons or more).
    2. The first aid room should, at minimum:
* be well illuminated and ventilated
* be positioned to allow supervision or close contact with occupant
* be accessible during business hours to all persons at that place of work or schooling
* have easy access to toilets and a sink or wash basin, clean hot and cold running water liquid soap and paper towels
* contain a work bench or trolley
* have a suitable container fitted with a disposable bag or liner for soiled dressings
* have electric power points
* have two couches/beds with blankets and pillows, where possible
* have two chairs with arms, where possible
* have ready access to a telephone
* have adequate space for first aid to be administered
* contain an occupational first aid manual
* contain a first aid kit as outlined in section 4.6 and
* contain the following additional items stored in a safe place:
  + household detergent
  + household rubber gloves for cleaning
  + paper towels
  + plastic garbage bags and twists or ties for contaminated waste, clothing and other articles
  + plastic aprons, and
  + protective eyewear.

The Directorate has a responsibility for the health and safety of all workers (including third party) who share the workplace. Consultation and communication with third party workers will ensure all risks are either eliminated or minimised so far as is reasonably practicable.

The duty of care to third party workers is to discuss the hazards and risks associated with the work and ensure appropriate first aid arrangements can be accessed.

Further guidance on consultation is available in the [Code of Practice: *Work health and safety consultation, co-operation and co-ordination*](http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/consultation-cooperation-coordination-cop)*.*

**Other first aid equipment**

* + 1. More extensive equipment may be purchased to include in the first aid room, building or first aid kit as advised by the first aid officer and in response to risk assessment as documented on the [*schools and office risk register*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/risk-management-planning.html). Further information on first aid risk assessment is available in Appendix A of the [*First Aid in the Workplace Code of Practice*](http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/first-aid-in-the-workplace)*.*
    2. **Automatic defibrillators**
       1. Additional equipment may include the provision of an automatic defibrillator for an area where there is risk of electrocution or large numbers or members of the public.
    3. **Shower and eye wash equipment** 
       1. Shower and eye wash facilities for chemical hazards should be located in areas where there is a risk of skin absorption of chemicals or infectious substances causing eye injury or serious burns.
       2. Shower facilities may consist of a hand held attachment for a tap spout in low risk areas.

**First aid signage**

* + 1. Displaying standardised first aid signs will assist in easily locating first aid equipment and facilities. First aid signs may be constructed to suit individual requirements but should comply with *Safety Signs for the Occupational Environment* AS 1319: 1994.
    2. The names, locations and phone numbers of first aid officers and relief first aid officers must be displayed in prominent positions in the school or workplace, including staff rooms and at building reception. [The *Key Safety Contacts* poster](https://index.ed.act.edu.au/our-people/whs/files-whs/word/KeySafetyContactsPoster_2016.doc) for display is available on Index, the directorate’s intranet or from the Health Safety and Wellbeing Section on

ph: 6207 0614 or email: [eduhealthandwellbeing@act.gov.au](mailto:eduhealthandwellbeing@act.gov.au) .

* + 1. Central office first aid officers are listed on Index.

**First aid kits**

* + 1. First aid kits should be provided and maintained in each directorate workplace. At least one first aid kit will need to be provided for every additional 50 persons.
    2. The first aid kit must be readily accessible in case of an emergency, and the location clearly indicated through signage.
    3. First aid kits should be located not more than 100 metres from any workplace and not more than one storey above or below the floor level of the workplace.
    4. Additional first aid kits should be located in the Science, Technology, Food Science, Art and Physical Education areas of high schools and colleges.
    5. First aid kits should be portable or mounted in such a way as to allow them to be removed and carried to an injured person.
    6. Schools should maintain at least two types of kits; one full kit for the first aid room and portable kits for use on playground duty, camps, excursions and sporting events. School vehicles should also carry a portable kit. Kits may be modified for excursions close to school and playground duty as outlined in section 4.6.
    7. The name and work location of the person or persons in charge of the first aid kit should be clearly marked on or next to the kit.
    8. The first aid kit container should:
* be constructed of impervious material, be dustproof and of sufficient size to adequately house the contents prescribed, preferably with separate internal compartments
* be capable of being sealed and be fitted with a carrying handle; it should never be locked
* be clearly marked on the outside with a white on green coloured "FIRST AID" sign in accordance with *Safety Signs for the Occupational Environment* AS 1319: 1994
* attach a list of included first aid items and emergency contacts on the inside of the lid as outlined in section 4.6
* have a [*Key Safety Contacts* poster](https://index.ed.act.edu.au/our-people/whs/files-whs/word/KeySafetyContactsPoster_2016.doc) located next to it, with the phone number of the nearest first aid officer
* be kept clean.

**First aid kit contents**

* + 1. First aid kits in directorate workplaces should, as a minimum, contain a copy of all first aid procedures, the location of the nearest first aid officer, the list of emergency contact numbers and the items listed in [*First Aid Kit Contents List*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html)
    2. Additional contents may be included based on the site based risk assessment, as outlined in section 4.3.
    3. Portable kit contents can be modified depending on the risk level of the activity and its proximity to the workplace. It must, however, contain both an asthma and anaphylaxis emergency first aid kit.
    4. **Emergency contact phone numbers**
    5. A list of current emergency contact numbers should be provided with every first aid kit. A template list is available at Index.

**First aid kit maintenance**

* + 1. Restocking and maintaining kits should be undertaken by a suitably qualified person in the workplace nominated to maintain the first aid kit (usually a first aider). This person should:
* monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use
* undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items (an inventory list in the kit should be signed and dated after each check)
* ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

**Reporting and communication of accidents/incidents**

* + 1. In the case of illness, an accident or emergency first aid treatment involving a student, a parent should be informed. Further information is available from the directorate’s [*Responding to Student Accident/Incidents*](http://www.det.act.gov.au/publications_and_policies/policy_a-z) policy and procedures.

**Management of biohazards**

* + 1. All infectious waste must be disposed of safely and the facility maintained in accordance with the requirements outlined in the [*Standard Precautions for Infection Control and Safe Work Practice Procedure*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/safety-procedures.html) and the [Sharps and Biohazardous Waste Procedure](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html).
    2. A sharps container which complies with Australian Standard AS 4031 should be maintained in all directorate first aid rooms.

**Training**

* + 1. Mandatory training in the nationally accredited course *Provide First Aid* *HLTAID003,* or *Provide an Emergency First Aid Response in an Education and Care Setting* *HLTAID004*, and *Safe Handling of Sharps and Infectious Waste* *10340NAT* is the minimum requirement for any designated first aid officer in charge of maintaining facilities, including a first aid room.
    2. The Directorate strongly recommends that *Occupational first aid* *HLTAID006/ HLTAID007/HLTAID008* training is undertaken by first aid officers managing first aid facilities.

Approved first aid training can be accessed through several training providers in the ACT, including Australian Red Cross, St John’s Ambulance and Parasol.

* + 1. Annual refresher training; *Provide CPR* *HLTAID001*, and three yearly refresher training of *Provide First Aid* *HLTAID003* is required of first aiders and the designated first aid officer.

**First aid induction**

* + 1. All directorate workers, students and others should be inducted on commencement of work at the site on:
* the nature of first aid facilities in the workplace
* the location of first aid kits, and
* the procedures to be followed when first aid is required.
  + 1. First aid awareness instruction should also occur when there is a significant change in the personnel, workplace, nature or type of duties performed.
    2. Students should be regularly informed, at minimum bi-annually, of where first aid assistance is available in the school.

**Continuous improvement processes**

* + 1. First aid kit contents should be regularly reviewed, at minimum annually as outlined in section 4.7.
    2. Annual review of the ongoing suitability of first aid facilities should be undertaken with the HSR and leadership team. The [*schools and office risk register*](https://index.ed.act.edu.au/our-people/whs/risk-management-implementation/risk-management-planning.html) will be reviewed; additional controls noted and changes to work practices implemented.

**Records management**

* + 1. Records of the provision of first aid treatment must be kept as outlined in the *Keeping First Aid Records* procedure*.*
    2. Records must be kept in accordance with the [*Territory Records Act 2002*](http://www.legislation.act.gov.au/a/2002-18/) and [*Territory Privacy Principles*](http://www.legislation.act.gov.au/b/db_49298/default.asp) outlined in the *Information Privacy Act 2014*.
    3. Further information about [records management](https://index.ed.act.edu.au/corporate-support/records-management.html) procedures including registration, storage and disposal is available on Index

**Complaints**

* + 1. Where there are concerns regarding any first aid procedure or concerns about their application, people should:
* contact the school principal or People and Performance Branch in the first instance
* contact the Directorate’s Liaison Unit
* access the Directorate’s [*Complaints Policy*](https://index.ed.act.edu.au/sites/default/files/ComplaintsPolicyETD.pdf), which is available on the Index.

## PROCEDURE OWNER

* 1. Director, People and Performance
  2. For support in relation to this procedure please contact People and Performance on

ph: 6205 9202.

## RELATED DOCUMENTS

The following documents must be read in reference to the information provided in this procedure document:

ACTPS policy:

* [*First Aid in the Workplace WHS-04-2013*](http://www.cmd.act.gov.au/__data/assets/pdf_file/0011/489098/2013_whs_04_firstaidpolicy.pdf)

Di*rectorate policy and procedures:*

* [*First Aid Policy*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)
* [*First Aid General Procedure*](https://index.ed.act.edu.au/our-people/whs/control/emergency-management-critical-incident-first-aid.html)