

## Family Fit First Aid Policy

- Family Fit aims to prevent the occurrence of dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.
- First aiders are any people providing first aid.
- First Aid requirements are determined by NSW Work Health and Safety Regulation 2011.
- Family Fit commits to annual CPR training and 3 yearly Senior First Aid training.
- Cross contamination risks are reduced or eliminated by the use of PPE including gloves, face masks, washing hands, etc.
- Family Fit will assist in prompt and appropriate first aid response to any medical emergency.
- Designated First Aid Officer, Robyn Suttor, holds a current first aid certificate issued after successful completion of an approved first aid course.
- First aid kit comprises
- Emergency telephone numbers are clearly marked on first aid kit.
- Family Fit has a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.
- Emergency medical care and/or an ambulance is to be called if required.
- Personal Protection Equipment is designed to prevent cross contamination from blood, body fluids, sharps and infections.
- When soap and water are not available alcoholic based hand wash will be used.
- PPE complies with relevant Australian standards and includes disposable PVC, latex, and/or heavy duty gloves, eye protection, such as goggles and safety glasses and resuscitation masks.
- An Incident Report includes: - date and time - name of person receiving first aid - description of symptoms - treatment provided - name of person providing first aid - referral arrangements (e.g. ambulance, hospital, medical service) - name of person completing Incident Report form and safely stored.
- If a person is transferred to a medical facility, a copy of the Incident Report form is to accompany them.
- Reference - Authority of NSW website: [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### What will be in the first aid kit

- The first aid kit needs to be immediately identifiable, fit all the contents easily and be easily accessible and unlocked, protected from dust, moisture and contamination with any items replaced as soon as possible after use, and that items remain within their use by date.
- Dispensing medication will not be provided as it could harm a person if used inappropriately, is not one they commonly use, could interact with others.
- Notifiable incidents are the death of a person—whether an employee, contractor or member of the public, client, a serious injury or illness, a dangerous incident that exposes any person to a serious risk, even if no one is injured.
- **Call 000 if there is an immediate risk to life.**

If a notifiable incident occurs the WHS Act states that:

- The regulator must be immediately notified.
- Written notification must be submitted within 48 hours if requested by the regulator.
- The incident site is preserved until an inspector arrives or directs otherwise. However, this doesn't prevent any action to help an injured person or make the site safe.