

Summary

Objective

To describe the requirements for the identification, assessment, implementation and maintenance of the first aid requirements.

Owner Stefan Delaney

Expert Susan Butler

Procedure

1.0 Undertake First Aid Assessments

UNASSIGNED

- a** Complete a first aid assessment


NOTE Complete and apply the requirements of a First Aid Assessment template or apply the requirements form a generic first aid risk assessment

The first aid risk assessment shall determine:

- the number of first aiders
- the level of first aider training
- the number, type and location of the first aid kits
- the additional first aid resources and equipment

NOTE First Aid Assessment Form


A first aid risk assessment template that can be used to determine the first aid requirements of a specialist or unique environment/location

 First Aid Assessment Form
http://safety.unimelb.edu.au/docs/first_aid_assessment_template_v2_2_jan2013.docx

NOTE Generic First Aid Assessments


Predetermined first aid requirements for for a number of areas including:

- office areas
- laboratory areas
- workshops
- commercial kitchens
- art studios
- farms

 Generic First Aid Assessments
<http://safety.unimelb.edu.au/topics/firstaid/>

NOTE Field Work First Aid Assessment Form

The first aid requirements for first aid should be undertaken.


 Sample of First Aid Assessment - Field Work
http://safety.unimelb.edu.au/docs/sample_first_aid_assessment_fieldwork_v1_2%20Jan2013.docx

2.0 Select and Maintain First Aid Kits

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NOTE Basic First Aid Kit

Standard first aid kit that can be used under multiple locations and conditions

 Basic First Aid Kit Contents
http://safety.unimelb.edu.au/docs/first_aid_kit_basic_contents_v1.3.docx


3.0 Select and Maintain Additional Resources if Required


UNASSIGNED

- a** Automated External Defibrillators (AEDs)

NOTE Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) applied during cardiac arrest and are designed to be used with or without training

 Automated External Defibrillators (AEDs) web page
<http://safety.unimelb.edu.au/topics/emergency/equipment/defibrillators.html>

 Zoll Automated External Defibrillator (AED) Plus SOP
http://safety.unimelb.edu.au/docs/SOP_Zoll_Defibrillator.pdf

- b** Additional Resources

NOTE Additional Resources

Additional resources may include first aid resources such as:

- burns module
- eye module
- snake bite kit
- anaphylaxis support
- asthma support
- oxygen therapy and resuscitation
- unique requirements for some chemicals eg hydrofluoric acid

4.0 Determine and Maintain First Aider Requirements

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- a** Determine first aider training

NOTE Standard first aid training

Standard first aid training includes

- HLTAID002 Provide Basic Emergency Life Support
- HLTAID003 Provide First Aid

NOTE Specialist first aid training

Specialist first aid training includes:

- HLTAID007 Provide Advanced Resuscitation
- HLTAID005 Provide First Aid in Remote Situation
- Emergency Asthma Management (21886VIC)
- Anaphylaxis Management
- Epilepsy Management (10307NAT)

NOTE Refresher training

First aid competencies and skills should be maintained through refresher training based on national recommendations and standards.

5.0 Display First Aid Resources

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- a** Sign the location of first aid kits

NOTE First aid signs

The sign should be in the recognized occupational first aid colors.
Green cross or writing on a white background

- b** Display the names and contact details of first aiders

NOTE Emergency Contacts poster

Include the name and contact details of the first aiders on the Emergency Contacts poster



Emergency Contacts
http://safety.unimelb.edu.au/docs/emergency_contacts_template_word.doc

Systems

None Noted

Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
New location	Ad hoc	Ad hoc
Refurbishment/alterations to existing location	Ad hoc	Ad hoc

INPUTS

Input	From Process	How Used
Person competent to undertake first aid assessment	First aid assessment	First aid assessment

Outputs & Targets

OUTPUTS

Output	To Process	How Used
First aid resources	Emergency preparedness	Provide first aid

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner	Stefan Delaney
Process Expert	Susan Butler

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.