



# First Aid Policy

## 1. Purpose and Scope

Western Sydney University International College undertakes to comply with the *Work Health and Safety Act 2011, (Cth)* and the [New South Wales Work Health and Safety Legislation 2017](#) to provide timely and appropriate first aid care to all students, employees and other persons. This document sets out the actions to be taken in the event of an accident or injury, and the roles and responsibilities of those involved.

## 2. Definitions

Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:

### 2.1 “First Aid”

The immediate treatment of minor illness or injury, or in more serious cases, to ease pain by providing comfort, managing an unconscious patient, performing CPR, controlling bleeding and prevent deterioration of a person’s condition until professional medical help can be obtained.

### 2.2 “Designated First Aid Officer (FAO)”

Staff member who is formally appointed in writing as a First Aid Officer, who holds a current “Apply First Aid Certificate” or higher qualification, who undertakes specific duties.

### 2.3 “Certified Staff Member”

A staff member who may hold a current “Apply First Aid Certificate” but has not been appointed in writing as a First Aid Officer.

### 2.4 “Workplace “

Refers to the local campus, centre, location/place where employees perform their duties. In large multi-building, multi-level sites, this will be designated on a case-by-case basis

### 2.5 “Person Conducting a Business or Undertaking (PCBU)”

Respective managers who can make occupational health and safety decisions, including but not limited to College Director and Principal, etc. Please refer to Part 1, Division 3 – Subdivision 2 of the *Work Health and Safety Act 2011, (C’th)*.

### 2.6 “Health and Safety Representative (HSR)”

Worker elected to represent the employees on occupational health and safety issues. Please refer to Part 5, Division 3 – Subdivision 1 of the *Work Health and Safety Act 2011, (C’th)*.

### 2.7 “Employee”

Current employees, labour hire staff, volunteers, apprentices, work experience students, sub-contractors, trainees and outworkers.



2.8 “Critical incident”

Traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury (ESOS National Code 2018).

2.9 “Other Persons”

Include but is not limited to students or visitors

**3. Policy Statement**

3.1 Western Sydney University International College:

- a) ensures that a sufficient number of staff are trained in *Apply First Aid* to ensure that at least one (1) qualified Certified Staff Member is available at all times;
- b) ensures a list of First Aid Officers will be identified with specific roles and responsibilities; and
- c) all employees involved will be required to maintain strict confidentiality of any personal or health information acquired in the course of first aid provision.

3.2 In the event of an accident or injury, the priorities are to:

- a) make the scene of the accident safe to prevent further injury;
- b) obtain appropriate treatment for the injured person; and
- c) report the details to the First Aid Officer to ensure action is taken to avoid a repetition of the accident.

**4. First Aid Training**

4.1 Qualifications in First Aid are:

- a) HLTAID003 Provide First Aid including (HLTAID001) Provide cardiopulmonary resuscitation (CPR); and
- b) HLTSS00027 Occupational First Aid Skill Set.

4.2 To perform first aid, designated First Aid Officers must complete a *HLTAID003 Provide First Aid* training course (or higher qualification). The *HLTAID003 Provide First Aid* qualification remains current for three (3) years during which time a *HLTAID003 Provide First Aid* refresher course must be completed.

4.3 First Aid Officers who hold a (HLTAID001) Provide cardiopulmonary resuscitation (CPR) qualification will need to complete this course every twelve (12) months.

4.4 The designated First Aid Officer attendance at training courses will be during business hours and all training costs will be met by Western Sydney University International College.



## **5. First Aid Facilities**

### **5.1 First Aid Kits:**

- a) Western Sydney University International College is required to have at least one (1) First Aid Kit. The number of kits will increase based on the number of students and staff; and
- b) Western Sydney University International College does not provide analgesics (such as aspirin or paracetamol) in First Aid Kits.

### **5.2 First Aid Supplies:**

The First Aid Officer will contact the designated external provider to replenish both the depleted stocks and those stocks approaching their 'use by date' as required, to ensure compliance.

## **6. Minor Accidents and Injuries**

In the case of minor injuries, First Aid Officer may provide initial treatment. More serious injuries must be referred to an accredited medical provider.

## **7. Other Persons (including Field Trips/Excursions)**

Any accidents or injuries in the workplace should be reported to the First Aid Officer or to their immediate supervisor or teacher as soon as possible.

## **8. Recording of First Aid treatment**

- 8.1 An Incident Report Form is completed to record full details of all occasions where first aid has been provided by the First Aid Officer following any use of stocks from the first aid kit.
- 8.2 The Incident Report Form must be used and the original maintained in the Incident and Injury Register and, where a student is involved, a copy of the original form must be added to the Student's File.
- 8.3 Where first aid is administered as a result of a critical incident, the Incident Report Form needs to be completed and signed off by the College Director and Principal. This is in addition to the Incident and Injury Register update.

## **9. Travel Accidents**

Any staff involved in a work related travel accident should report the details to the College Director and Principal as soon as possible. The College Director and Principal will liaise with Navitas Human Resources to determine the further steps with regard to the arrangements for that staff member.



## **10. Responsibilities**

**10.1 First Aid Officers** will be the first point of contact at Western Sydney University International College to manage situations involving employees, students and other persons who are ill or injured until professional medical aid arrives.

**10.2 Designated First Aid Officers** will:

- a) provide treatment for minor injuries up to the extent of their training. Consent must be sought and received (assuming patient is conscious). If the injured worker/other person refuses treatment then this should be noted and witnessed;
- b) refer more serious cases to the nearest available medical facility;
- c) remain with an injured worker/other person until they recover or professional medical help is obtained;
- d) ensure appropriate arrangements are made for the transport of employees and other persons to a medical facility, return to work or to travel home;
- e) record all accidents and injuries on the Incident Report Form available either in a folder near the First Aid Kit or on SharePoint;
- f) forward the original completed Incident Report Form to the Quality and Compliance Manager for processing. Incident and Injury Register to be updated;
- g) support the College Director and Principal with advice and assistance with First Aid matters;
- h) advise College Director and Principal if their First Aid qualifications need updating or they require refresher training;
- i) act as a contact for advising employees of any updates to this policy or disseminate First Aid information as required by the Executive Management;
- j) establish, co-ordinate and monitor the provision of First Aid Boxes with an external supplier;
- k) act as a contact for the external supplier and organise for First Aid Box supplies to be replenished as needed between audits; and
- l) conduct audit of all First Aid boxes during each Term.

**10.3 Certified Staff Member** will:

- a) provide treatment for minor injuries up to the extent of their training when a designated FAO is unavailable. A certified staff member does not have the same duty of care as FAOs however, if they choose to take part in providing treatment they must do so until relieved, the site becomes unsafe, the patient shows recovery or they become physically unable to continue;
- b) refer more serious cases to the nearest available medical facility;
- c) remain with an injured worker/other person until they recover or professional medical



help is obtained;

- d) ensure appropriate arrangements are made for the transport of employees/other persons to a medical facility, return to work or to travel home;
- e) record any accidents or injuries they deal with on an Incident Report Form and send the original form to the Quality and Compliance Manager. Incident and Injury Register to be updated.; and
- f) advise the Quality and Compliance Manager if their First Aid qualifications need updating and they are seeking refresher training.

**10.4 Quality and Compliance Manager** has responsibility for recording all incidents in the WHS Incident and Injury Register and advising the designated Navitas WSUIC HR Officer or HR SharedServices [HR.SharedServices@navitas.com](mailto:HR.SharedServices@navitas.com), WSU WHS Unit ([WHS@westernsydney.edu.au](mailto:WHS@westernsydney.edu.au)) and the College Director and Principal, of incidents as deemed appropriate according to the nature and severity of the incident or injury and any associated risk/s.

**10.5 College Director and Principal** has the responsibility to ensure that sufficient provision for First Aid Officers exists as per this policy and that all employees are made aware of the location of First Aid Kits and the formally designated First Aid Officers. As a minimum requirement, the College Director and Principal will ensure that:

- a) the campus has a sufficient number of people trained in Senior First Aid (Workplace L2), i.e. Certified Staff Members; the formal positions of First Aid Officers are kept filled, and that Building Management (Sola Gracia Property Group T: (02) 9635 5517 Michelle Farrugia [Michelle@sgproperty.com.au](mailto:Michelle@sgproperty.com.au)) is advised of any changes to the names of staff who are to fill the formally designated positions;
- b) a list of First Aid Officers and certified staff members is displayed near or in the First Aid Box;
- c) sufficient First Aid Kits are available: the provision of kits should be determined by the number of employees and the size/layout of the campus;
- d) a First Aid sign to indicate the location of each First Aid Box or Kit is displayed; and
- e) new employees are shown the location of First Aid boxes and the list of First Aid Officers
- f) accountable to orientate students in matters related to first aid.

10.5.1 The College Director and Principal is subject to penalties in-line with the *Work Health and Safety Regulation 2011 (C'th)* should they neglect their responsibilities.



**11. Records**

All records in relation to this policy will be managed as follows:

<b>Record type</b>	<b>Responsible</b>	<b>Location</b>	<b>Retention</b>
Incident and Injury Register	Quality and Compliance Manager	SharePoint and Navitas Tickit	At least 2 years
Incident Report Form	Student Services and relevant manager	Designated First Aid Box locations and SharePoint	At least 2 years

**12. Quality and Compliance**

This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.

This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

New staff will receive policy information during the induction process where it relates to their position.

**13. Related Forms and Documents**

- WSUIC Incident and Injury Register
- FORM 02 WSUIC Incident Report Form
- FORM 09 WSUIC First Aid Kit Checklist
- Navitas Tickit Register



**14. Related Policies, Procedures, Guidelines and Legislation**

- POL 11 WSUIC Critical Incident Policy
- WSUIC Critical Incident Plan
- WSUIC WHS Action Plan
- Navitas Workers Compensation Procedures
- PRO 12 First Aid Procedure
- Navitas Critical Incident Management Plan (RM-01-01-01P)
- Education Services for Overseas Students (ESOS) Act 2000,
- National Code 2018
- Work Health and Safety Act 2011 (C'th)
- NSW Work Health and Safety Legislation 2017

**Approval and Amendment History**

<b>Approval Authority:</b>	Western Sydney University International College Board of Directors
<b>Policy Owners:</b>	Executive Management
<b>Approval Date:</b>	21 October 2016
<b>Date for Next Review:</b>	24 August 2020

Revision Date	Version	Summary of changes
21/10/2016	1.0	New Policy Developed and Implemented
09/02/2017	1.1	Change First Aid Form to Incident Report Form throughout the policy document. Clause 8.2: Re-write clause to clarify action of including a copy of the report in the Student File. Clause 10.4: Add the role of Quality and Compliance Officer at point 10.4 and move current 10.4 – College Director and Principal to Clause 10.5 Clause 10.5a: Change Human Resources to Building Management and add contact details Clause 14: Update with related forms and document codes
24/08/2018	1.2	Updated ESOS to 2018 Updated Legislation Indicated travel accidents to be work related travel accidents Small typos and updates made Updated Quality Compliance Officer to Manager Included Schedule of First Aid Officers



## APPENDIX A

**Designated First Aid Officer:** Raphael William Joseph

Qualifications in:

- HLTAID001 Provide cardiopulmonary resuscitation
- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide first aid

Certificate Number: CERT290959

Recommended Renewal: 13 April 2021

**Certified Staff Member:** Yanti Madhavan

Qualifications in:

- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide first aid

Certificate Number: CERT200827

Recommended Renewal: March 2021