

## FIRST AID POLICY

### INTRODUCTION

First aid is a core aspect of club health and safety. In recognition of this, Prospect and Enfield Kinderym Inc. is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

This policy applies to all employees, members, volunteers and to visitors of Prospect and Enfield Kinderym Inc., and to visitors.

### PURPOSE

The purpose of this document is to provide an overview for Prospect and Enfield Kinderym Inc. to establish first aid facilities and services for the organisation.

### DEFINITIONS

*First aid* is the provision of emergency treatment for people suffering injury or illness.

*First aid facilities* refer to the first aid kit.

### POLICY

Prospect and Enfield Kinderym Inc. is committed to providing a safe and healthy work environment for employees, members and volunteers. Prospect and Enfield Kinderym Inc. will provide appropriate first aid treatment in the event of a person sustaining an injury or illness.

Prospect and Enfield Kinderym Inc. to complete injury report following any illness or injuries during kinderym sessions. The Leader and volunteer management committee to systematically identify causes of injury and illness and assesses the risk of future injuries and illness occurring.

Risk assessment and management forms the basis of session planning by Leader.

The appropriate first aid facilities and training will be determined, evaluated and provided.

Prospect and Enfield Kinderym Inc. meets first aid legislative requirements as a minimum standard.

First aid facilities to be maintained on a regular basis.

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## FIRST AID PROCEDURES

### RESPONSIBILITIES

It is the responsibility of the Volunteer Management Committee to ensure that:

- adequate and appropriate first aid facilities are provided;
- appropriate and adequate training is arranged for First Aid Officers;
- First Aid Officers' training is up to date and their certificates current.

It is the responsibility of First Aid Officers to:

- inspect and maintain first aid facilities;
- in the case of injury or illness, assess if medical assistance is required;
- administer appropriate first aid in accordance with their training;
- maintain first aid records as outlined in this procedure;
- maintain confidentiality with regard to information obtained as part of their role.

### PROCEDURES

The Kinderym Leader is required to act in the role of rostered First Aid Officer during Kinderym session times. In the absence of the Kinderym Leader, the Administration Officer will be required to act in this role.

#### First Aid Officers

Staff will arrange First Aid training in consultation with the Volunteer Management Committee.

A copy of the First Aid Officers' qualifications will be sighted by the Child Safety Officer and noted in the personnel register.

#### First aid facilities

A first aid kit will be located in the locker, up on the stage and brought down for every Kinderym day. The First Aid Kit is to be placed next to the speaker for easy access for the First Aid Officer/Kinderym Leader to use and is identified with a sign hung on the stage. A first aid kit will also be provided for fundraising activities outside of session times.

#### First aid kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The first aid kit must be regularly inspected by the First Aid Officer in consultation with the Volunteer Management Committee.

The First Aid Officer must notify the Volunteer Management Committee if stock needs to be replenished. The Volunteer Management Committee will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.



### First aid treatment

If a person requires first aid treatment the First Aid Officer must be contacted to administer such treatment.

The First Aid Officer must record the following information:

- name and location of person;
- type of injury, if known;
- assistance provided (as below); and
- urgency of matter;

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer in conjunction with the parent/carer will determine the appropriate transport.

### First aid records

When using supplies from the first aid kit the 'First Aid Kit Log Book' must be completed. The log book is to be kept inside the first aid kit. The First Aid Officer must record details of all injuries using an Injury/Incident Report Form (see attached). The following details must be entered into the form:

- date and time;
- name of injured person;
- nature of injury/illness;
- treatment provided;
- name of attending First Aid Officer.

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