

## First Aid Procedure

### Purpose

Lord Somers Camp and Power House (LSC&PH) is committed to providing a safe and secure environment for its employees, members, visitors, volunteers, and program participants.

This First Aid procedure provides the overarching organisational approach to the provision of first aid facilities and first aid treatment for all persons involved in LSC&PH programs and activities in accordance with Occupational Health and Safety standards and legislative requirements.

### Scope

This procedure applies to all people who work, volunteer, are members of, or represent Lord Somers Camp and Power House.

To meet this responsibility and our requirements under the legislation, LSC&PH will provide: appropriate training to First Aid Officers, first aid facilities, first aid equipment and procedures related to first aid.

First Aid Officers will only administer first aid and approved medication under the provision of the First Aid in the Workplace Compliance Code, WorkSafe Victoria. [Worksafe Compliance Code First Aid In The Workplace](#)

Administering of scheduled or over the counter medication beyond that outlined in this policy can only be performed by self-administration, or by a registered carer, parent or guardian and not a First Aid Officer.

### Definitions

Dignity of Risk	Dignity of risk is a person's right to make their own choices and decisions, even when those decisions involve taking positive risks to exercise the right to self-determination.
Duty of Care	A duty of care is an organization's legal obligation to take reasonable steps to protect people from foreseeable risks and not cause foreseeable harm.
Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	The leadership team for a specific LSC&PH program or activity. Specific members /roles of an Executive Team are at the discretion of the Program or Activity Leader.
First aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First aid equipment	Includes first aid kits and other equipment used to treat injuries and

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	illnesses.
First aid facilities	Include first aid rooms, health Centre's, clean water supplies and other facilities needed for administering first aid.
First Aid Officer	A person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.
Leader	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members /volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:</p> <p>Camp Leaders</p> <ul style="list-style-type: none"> <li>• Deputy Camp Leaders</li> <li>• Executive Officers</li> <li>• Programs Leader</li> <li>• Slushie King &amp; Slushee Queen</li> <li>• Heads of Departments</li> </ul>
LSC&PH Management Team	Persons employed by Lord Somers Camp and Power House, holding positions of management including: Chief Executive Officer, Camp Manager, Programs and Activities Manager.
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Visitor	Any person invited to visit an LSC&PH program as a visitor.
Volunteers	Any non-member who attends LSC&PH activities as a member of the camp's staff under the direction of a Camp Leader.

## Responsibilities

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<p>Board</p>	<p>Satisfy their primary duty of care by</p> <ul style="list-style-type: none"> <li>• provision and maintenance of a safe work environment</li> <li>• provision and maintenance of safe systems of work</li> <li>• provision of accessible and adequate facilities</li> <li>• provision of any instruction, training, information, and supervision</li> <li>• monitoring of workers health and conditions at the workplace, and</li> <li>• maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.</li> </ul>
<p>The LSC&amp;PH Management Team, representing the LSC&amp;PH Board</p>	<ul style="list-style-type: none"> <li>• Provision of first aid equipment based on an assessment of the needs of the LSC&amp;PH programs and activities.</li> <li>• Provision of access to facilities for the administration of first aid</li> <li>• Provision of first aid training (including CPR) which ensures an adequate number of LSC&amp;PH volunteers/ members are trained to administer first aid at LSC&amp;PH programs and activities and in the workplace.</li> </ul> <p>To meet these responsibilities the Management Team shall:</p> <ul style="list-style-type: none"> <li>• Determine the number of first aid officers required for each LSC&amp;PH program or activity.</li> <li>• Provide adequate signage for first aid facilities and kits in accordance with Australian Standards</li> <li>• Facilitate the development of first aid procedures based on Victorian State Government guidelines.</li> <li>• Maintain all LSC&amp;PH first aid kits and first aid facilities.</li> <li>• Provide ongoing evaluation and review of the needs of the organisation.</li> <li>• Monitor ongoing compliance with legislative requirements.</li> <li>• Maintain a reporting and recording system for first aid including a register of injuries.</li> <li>• Investigate, in consultation with the LSC&amp;PH Risk Committee and/or a designated Working Group, incidents involving injury and illness.</li> <li>• Keep a record of LSC&amp;PH members /volunteers who are trained in</li> </ul>

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	<p>first aid and their level of training.</p>
<p>First Aid Officers</p>	<p>LSC&amp;PH members/ volunteers operating in the capacity of First Aid Officers are responsible for:</p> <ul style="list-style-type: none"> <li>• Initial provision of all first aid treatment.</li> <li>• First response basic emergency care.</li> <li>• Recording incidents and injuries using the appropriate forms.</li> <li>• Undertaking inventories of first aid kits, equipment and supplies and providing these to the LSC&amp;PH management team.</li> <li>• Facilitate referral and transfer of injured/sick persons to appropriate health and emergency services.</li> <li>• Comply with OHS policy and procedures.</li> </ul> <p>While acknowledging the duty of care of trained first aid officers, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.</p>
<p>Executive teams and employees</p>	<p>Ensuring that this procedure is communicated and applied within their programs and activities.</p>
<p>Volunteers, members, and participants</p>	<ul style="list-style-type: none"> <li>• Taking reasonable care for their own health and safety and must not adversely affect the health and safety of other persons.</li> <li>• Comply with OHS policy and procedures and any reasonable instruction relating to health and safety such as procedures for first aid and for reporting injuries and illnesses.</li> <li>• Completing medical forms and keeping LSC&amp;PH informed of any medical conditions, treatments and medical contact details.</li> <li>• Providing First Aid Officers with appropriate information and training/ instruction to apply First Aid and support individuals self-manage their conditions.</li> <li>• Updating the LSC&amp;PH office on any changes in medical conditions and/or required treatments.</li> <li>• LSC&amp;PH members/ volunteers and employees are required not to interfere with or misuse anything provided in the interest of health and safety <i>e.g.</i>, removing first aid supplies from first aid kits and first aid facilities.</li> </ul>

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<p>Parents / guardians of volunteers, members and participants who are under 18 years</p>	<p>In relation to their children and/or charges:</p> <ul style="list-style-type: none"> <li>• Completing medical forms and keeping LSC&amp;PH informed of any medical conditions, treatments and medical contact details.</li> <li>• Providing First Aid Officers will appropriate information and training/ instruction where medical conditions require specialised treatment.</li> <li>• Updating the LSC&amp;PH office on any changes in medical conditions and/or required treatments.</li> </ul>
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## Procedures

### Legal Considerations

#### **(a) Consent (permission)**

Before giving first aid to a casualty, it is necessary to ask for their permission to do so. If the casualty can respond verbally, they will respond either yes or no. If the casualty can't respond verbally, look for non-verbal cues such as squeezing of hand or blinking of eyes or nodding of head as per First Aid Officer Training.

If the casualty is unable to respond, that is they are unconscious, LSC&PH will continue to seek or provide first aid.

If attending a child, permission should be sought from the parent or guardian. If the parent or guardian is not present, then immediate action should be taken for the casualty in a life-threatening situation.

#### **(b) Duty of Care (responsibility)**

The person who is designated as the First Aid Officer must hold a current certificate. That person has the responsibility of providing care to a casualty who is in need.

#### **(c) Act reasonably and responsibly**

Whilst administering first aid a person must only provide care to the level they have been trained and are qualified in. To do otherwise may lead to negligence.

#### **(d) Written records**

Record in writing the details of any first aid provided at an incident. This information may become necessary if the incident is brought to court.

#### **(e) Communicable diseases**

A communicable disease is one that can be passed on to another person through blood and other body fluids. It is unlikely that a disease might be spread through the provision of first aid assistance, but it is certainly not impossible, therefore it is necessary to take precautions. Those precautions include:

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- Washing of hands before and after administering first aid
- The wearing of gloves
- Eye protection, e.g., glasses or goggles
- Resuscitation mask / devices

Where there is a risk of vaccine-preventable disease, First Aid Officers will be offered vaccinations in line with the [Department of Health Australian immunisation handbook](#).

### First Aid Kits

First Aid Kits are kept on all LSC&PH sites.

Kits will be clearly identifiable and easily accessible, and LSC&PH Management will provide adequate instruction to employees, so kits are able to be located when needed as per the OHS Act.

### First Aid Officer

The Executive Team will determine the number of First Aid Officer required at each program or activity. The [First Aid in the Workplace Compliance Code](#) will be used as a guide to ensure that an adequate number of workers are trained to administer first aid in the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

### Individual first aid needs

LSC&PH reserves the right to seek information from employees, volunteers, members and participants attending programs or activities about any first aid needs that may require specific treatment in a medical emergency, such as severe allergies.

Information about a person's health must be kept confidential and only provided to first aid officers with the person's consent.

### First aid training

As a minimum, LSC&PH will ensure that First Aid Officers hold a nationally recognised statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit of competency Provide First Aid and Provide Cardiopulmonary Resuscitation or a qualification providing equivalent skills.

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### First aid treatment

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

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.

The First Aid Officer must record the following information in their First Aid Log:

- Name and location of person
- Type of injury, if known
- Urgency of matter
- Determination if another First Aid Officer is required.

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 will determine the appropriate transport.

### First aid records

The First Aid Officer who rendered first aid must record details of all injuries using an Incident Report form. All first aid treatments must be reported within 24 hours of the first aid being provided.

To make a report the FAO will access LSC&PH Incident Reporting online [www.lscph.org.au/incidentreport](http://www.lscph.org.au/incidentreport) and select the First Aid & Mental Health Incident Report tab, then complete all the relevant fields. When completed, select the “Submit” icon to lodge the report.

### Assisting with medications

Administering scheduled medications needs to be managed by a registered health professional. However, in providing first aid, it may be appropriate for a First Aid Officer in certain circumstances to:

- assist a person with taking their asthma inhaler.
- assist a person to use an adrenaline (epinephrine) auto-injector in anaphylaxis, in line with their first aid training or on the instruction of a registered health professional or Ambulance Victoria.
- please refer to the Medications at Program Protocol for any queries about supporting the use of scheduled medications at Camp or Programs.

### Other relevant policies and procedures

- Critical Incident and Emergency Management Plan
- Mental Health Wellbeing Response Procedure
- Occupational Health and Safety Policy
- Medications at Programs Protocol
- Child Safety and Client Protection Policy and Procedure

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- Risk Management Policy and Procedure

### Procedure review

This procedure will be reviewed every two years by the Risk Committee or sooner if warranted by internal or external events or changes.

Changes to the procedure will be recommended by the Risk Committee to the Board for approval and implementation.