



# First Aid Procedure

Individualised Community Access Services (ICAS) is committed to ensuring that all employees understand their responsibility under the *Work Health and Safety (WHS) Act 2012* and the *WHS Regulation 2012* to providing first aid in the workplace.

<b>First Aid</b>	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.
<b>First Aider</b>	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.
<b>First Aid Equipment</b>	First aid kits and other equipment used to treat injuries and illnesses.
<b>Low Risk Workplace</b>	A workplace where employees are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

## Risk Assessment

ICAS management have undertaken a risk assessment of the workplaces, taking into consideration that work can be carried out in in the community, an office environment or in client's private homes. To ensure that ICAS employees are working in safe working environments Management will:

- Conduct risk assessments on client's homes and provide client specific WHS training to support workers to ensure they are aware of any hazards in their workplace.
- Review risk assessments on client's homes when the IPP/NDIS Plan is reviewed to identify any new hazards.
- Ensure support workers have adequate training especially manual handling training to ensure they can competently undertake their tasks in a safe manner in accordance with ICAS *Safe Environment Policy & Procedures*.

The office environment in which ICAS operates is considered a low risk environment and as such ICAS ensures a trained first aider is on site at all times and a suitably equipped first aid kit is accessible to treat any minor first aid injury.

ICAS will ensure:

- the provision of first aid equipment for the workplace;
- that each employee at the workplace has access to the equipment;
- there is an adequate number of trained staff to administer first aid.



## First Aid Training

ICAS takes the health and safety of all employees and clients seriously. It is a requirement of all Support Workers that they always maintain a current First Aid Certificate.

All Support Workers must have their first aid certificate, delivered by an accredited first aid training organisation, and undergo a refresher every three (3) years. The CPR component of the First Aid Certificate must be undertaken annually.

## First Aid Equipment

ICAS will provide an adequate first aid kit to each Support Worker. The support worker is responsible for carrying the first aid kit with them whilst engaged by ICAS.

When using the first aid kit, the Support Worker should record the details of the first aid administered and prepare an incident report to be provided to the Director for investigation.

First aid kits must not contain medication or pharmaceutical drugs.

## Health Information

Employees with a known medical condition are encouraged to disclose their conditions and recommended first aid responses to the Director. The health information disclosed shall be kept confidential in accordance with privacy legislation requirements.

If the disclosed condition is well controlled, a serious outcome is not likely and the first aid response will be within the competence of the Director. Where an event involving an employee with a known medical condition can have a serious outcome, additional measures may need to be considered and consultation with the Director must be undertaken.

## Reporting

Any event that requires first aid must be reported immediately to a Director through the *Incident Management Policy and Procedure* and for any incident offsite a support worker must contact the Director and report the incident as soon as practicably possible.

## Administering First Aid

When a first aid incident occurs the first person on the scene must ascertain the severity of the incident and if deemed appropriate immediately call '000' and request an ambulance.

An employee who have undertaken first aid accredited training and hold a current First Aid Certificate (with CPR) can administer first aid.

Any work-related accident, illness, work injury or incidents occurring during an employee's shift must be reported on an incident report to the Director for investigation.