

## First Aid Officer Safe Work Procedures

*These Guidelines must be read in conjunction with the Griffith University [First Aid Policy](#)*

### WHAT IS FIRST AID?

First aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation first aid aims to maintain life, prevent further harm/injury, ease pain and prevent deterioration of the person's condition until professional medical help can be obtained.

In other instances, first aid for an injured staff member may be the first step in early injury management and the rehabilitation process.

First Aid Officers are expected to offer assistance where required in accordance with their level of training, and to recommend the transfer of care to ambulance or medical services when the situation requires. The Health Service on Nathan (Ext 57299) and Gold Coast (Ext 28794) campuses are available during business hours to assist first aid officers and should be utilised.

### TRANSPORTING INJURED PERSONS

In an emergency situation, call an ambulance (0-000 if using internal phone or 112 if using a mobile phone). Ensure precise details are given of location, eg postcode, campus, closest entrance, building number (ambulance call centres are often based interstate). Security **must** be notified immediately on Ext 7777 to enable them to assist with escorting the ambulance to the casualty.

The injured/ill person should be asked whether there is someone they would like the University to notify. If so, the First Aid Officer should ensure that this notification takes place by an appropriate University staff member. If the casualty is unconscious, the First Aider should ensure that notification of the casualty's nominated emergency contact(s) is made by an appropriate University staff member. The following details should be provided: brief description of incident, time of incident, hospital to which they are being taken. If the injured/ill person is unconscious or unable to provide useful information for further medical treatment they should be accompanied to the hospital by the most appropriate person/witness, where possible.

### SPECIFIC INJURIES

Some areas of the University may have special hazards which require specific treatments or antidotes to be available. Heads of Schools/Elements are required to ensure, as far as is practicable, that first aid needs for special hazards are available. Assistance and advice can be sought from the Office of

Human Resource Management or the Health & Safety Unit located within Science, Environment, Engineering & Technology.

Where an injury has involved chemicals, or is suspected to have involved chemicals, it is recommended that the Material Safety Data Sheet is accessed and sent to hospital with the injured person. Wheelchairs and defibrillators are also available on selected campuses if required.

### **INFECTION CONTROL IN PROVISION OF FIRST AID**

In administering First Aid, there are standard precautions which must be followed for the protection of the First Aid Officer and the injured person. Standard precautions are work practices which assume that all blood and body substances are potentially infectious. These precautions include good hygiene practices, use of Personal Protective Equipment, and appropriate handling and disposal of sharps and other contaminated or infectious waste.

Refer to the [First-Aid Advisory Standard 2004](#) (Section 2.4.2 Control measures which minimize the risk of exposure to biological hazards) for more detailed information or Griffith University [Infection Control Policy](#). Further steps to rendering first aid can be found in Appendix A.

It is recommended that all First Aid Officers are immunised against Hepatitis B. The costs of immunisation will be met centrally through the Office of Human Resource Management.

### **ROLES AND RESPONSIBILITIES**

The role of first aid personnel is to undertake the initial treatment of people suffering injury and illness at work. The following points are responsibilities First Aid Officers are expected to undertake.

- record details of first aid given;
- maintain a first aid kit appropriate to the level of training undertaken and to the requirements for the particular workplace;
- ensure first aid skills are maintained at an acceptable level, including attending annual cardiopulmonary resuscitation refresher courses.

Additional responsibilities may also include:

- provision of advice to the Head of the School/Element about first aid facilities and services including first aid kits, rooms and procedures;
- maintenance of several first aid kits, a first aid room or other equipment.

#### **When treating an injured person First Aid Officers are expected to:**

- apply standard precautions for infection control (see Appendix A);
- advise the injured person to seek further medical advice where appropriate;
- advise the injured person to complete an [Incident/Injury Report Form](#). If they are a visitor or student, the First Aid Officer can initiate this report on their behalf;

- inform the injured staff member, if they intend to claim workers compensation, that they must obtain a workers compensation medical certificate when they see the doctor.

First Aid Officers must be willing to have their name, location and telephone number displayed at the workplace and provide first aid, if available. This includes staff members who have a requirement for First Aid qualifications as part of their position description.

First Aid Officers will be required to provide a brief report on treatments provided and other relevant first aid related activities or issues to the Campus Workplace Health and Safety Officer Delegate on request. This will usually occur 3 monthly for the Campus WHSO to report on First Aid activities to the Campus Health and Safety Committee.

### **FIRST AID/REST ROOMS**

Where rooms are available they must be adequately signed and managed by First Aid Officers. Recommendations for the facilities supplied in these rooms can be found in section 3.5 of the [First Aid Policy](#).

### **RECORD KEEPING & CONFIDENTIALITY**

Any significant First Aid treatment should be recorded on the Griffith University [Incident/Injury Report Form](#).

All first aid treatments should be recorded on a First Aid Treatment Record (obtainable from the [Health and Safety](#) web site). This treatment record should be kept with the first aid kit for twelve months, after which time it can be sent to the Office of Human Resource Management for filing with CARMS. All records must remain confidential.

### **FIRST AID KIT CONTENTS & ORDERING SUPPLIES**

Recommended First Aid Kit sizes and contents can be found in Appendix B. First aid supplies should be purchased from the University store to re-stock first aid kits as required. To order First Aid supplies place a requisition to the store using your current project number. The supplies will be provided at zero cost to you and charged to a central account. **Funding will not be provided for external providers to maintain First Aid Kits.**

First Aid Officers are **not permitted to stock or administer** pain relief medications (eg Panadol, Aspirin, Nurofen).

### **TRAINING**

It is your responsibility to ensure that your First Aid qualifications remain current, including annual CPR updates. First Aid training will be organised in-house where possible by [Priscila Sanchez](#). Tel Ext: 57386, [p.sanchez@griffith.edu.au](mailto:p.sanchez@griffith.edu.au)

Every effort will be made to be as flexible as possible with location and dates, however, should these be unsuitable you may be required to attend an

external training program. If approval is given for training to be undertaken externally, invoices must be forwarded to Priscila Sanchez.

### **FIRST AID ALLOWANCES**

First Aid allowances (paid only if First Aid is not a requirement in your position description) will continue to be the responsibility of the element. The Head of School/Element Director must be aware of nominations for First Aid Officers. A First Aid Allowance form can be obtained from the Office of Human Resource Management which must be signed by the Head of School/Element Director for a first aid allowance to be authorised.

### **FIRST AID CONTACTS LISTING**

The First Aid Contacts listing is available on the web for all staff and students to access. The [First Aid Contacts](#) listing includes all First Aid Officers (whether nominated or with First Aid in position description). All First Aid Officers are asked to keep the Office of Human Resource Management ([Priscila Sanchez](#) Tel Ext: 57386, [p.sanchez@griffith.edu.au](mailto:p.sanchez@griffith.edu.au)) informed of qualification details and location changes in order to keep this listing accurately maintained.

### **RESOURCES FOR FIRST AID OFFICERS**

First Aid Officers are encouraged to maintain contact with other First Aid Officers within their immediate location. The identity and location of First Aid Officers can be found on the web in [First Aid Contact](#) listing.

First Aid Officers can request support in individual circumstances from the Health Services on either Nathan (Ext. 57299) or Gold Coast (Ext. 28794) Campuses. Alternatively, contact [Priscila Sanchez](#) (Tel Ext: 57386, [p.sanchez@griffith.edu.au](mailto:p.sanchez@griffith.edu.au)) to discuss concerns or queries in relation to University First Aid.

Provision of First Aid in certain situations may be distressing for the First Aid Officer. First Aid Officers are encouraged to seek support following any critical incident, if required. It is important to remember to utilise the University support network, which includes a comprehensive [staff counselling program](#).

## Appendix A : Precautions for infection control

(For further information please see Griffith University [Infection control Policy](#))

### Before rendering first aid ALWAYS:

1. Regard all blood and body fluids or substances as a potential source of infection.
2. Wash hands with soap and water thoroughly before administration of first aid
3. As a matter of routine, all First Aid Officers should keep their own cuts and abrasions covered with a waterproof dressing.
4. Use clean disposable gloves for procedures involving patient contact. For large blood spills/bleeding double gloving is recommended.
5. Spread paper towels or other absorbent material to absorb body fluids and to wrap potentially infectious waste (eg gloves, swabs) for disposal.
6. Use appropriate resuscitation mask if required
7. Use disposable single use equipment where possible eg splinter removers, plastic disposable kidney dish.
8. Place any potentially infected waste on the paper towel.

### After rendering first aid ALWAYS:

1. If hands, face or other body parts become contaminated with blood or body fluids, **wash** immediately with soap and water. If eyes become splashed, rinse with running water - ideally 10 minutes is required.
2. Dispose of **sharps** (ie disposable sharp instruments) in a rigid walled "sharps container", and biological contaminated waste in an appropriate Biohazard container.
3. Clean up **spills** as soon as possible. Wear protective gloves, and use paper towels to absorb fluids.
4. To remove outer pair of gloves:
  - Grasp outer glove at inner aspect of wrist, pull off away from body whilst turning inside out. Drop glove on paper towel.
  - Repeat on the other hand and drop second outer glove onto paper towel.
5. Wrap all waste together without touching inside of bundle.
6. Place the wrapped parcel into 2 plastic bags (one inside the other)
7. Wash contaminated **surfaces** with water and detergent.
8. Remove inner gloves as per steps 4 and 5 and add to plastic bag.
9. secure plastic bag with ties and dispose of as infectious waste in a biological waste bin.
10. **Wash** hands.

## Appendix B: Recommendations for First Aid Kits – Size and Contents

Note: The following recommendations are for guidance only. Kit contents may be modified to suit the needs of individual areas.

### Categories of First Aid kits

<b>A</b>	Large	For areas where high risk activities are conducted, eg. laboratories, workshops, chemical stores, areas where large numbers of public gather
<b>B</b>	Medium	For areas with moderate risk activities and office environment of more than 30 people. Also for vehicles attending moderate to high risk areas, eg. OFM and Security vehicles
<b>C</b>	Small (Basic)	For office environment of less than 30 people
<b>D</b>	Car kit	For any vehicle other than vehicles attending moderate to high risk areas
<b>E</b>	Field trip kit	For excursions, field trips. Risk assessment should be carried out to decide on extra items for the kit(s). Also applicable for remote areas where access to medical treatment is difficult

### Suggested Contents of First Aid kits

Items	Current Code	Number of item/s in kit				
		A	B	C	D	E
First Aid booklet (or Instruction leaflet)	3837	1	1	1	-	1
Unmedicated wound dressings (assorted sizes)						
Small	3959	2	-	-	-	4
Medium	3960	2	2	2	-	8
Large	3961	2	2	-	-	4
Crepe bandage (assorted sizes)						
Medium	3859	2	2	2	1	5
Heavy	3860	2	2	-	1	5
Elastic bandage (assorted sizes)						
Medium	3899	2	2	2	-	4
Large	3900	2	-	-	-	2
Triangular bandage (fabric)	3910	4	2	2	2	4
Gauze swabs	4030	10	5	5	-	10
Medicated swabs eg Betadine or other antiseptic	3839	10	4	4	-	10
Adhesive plastic strips	3950	100	50	50	10	100
Adhesive paper tape	3999	2	1	-	-	2
Anti-septic solution (single use ampoules)	3840	4	2	1	-	2
Sterile eye pads	3846	-	-	-	-	2
Saline ampoules	3845	5	4	3	-	10
Cotton tips (pack of 50 or smaller pack equivalent)	3930	1	1	-	-	1
Anti-septic cream		-	-	-	-	1
Disposable gloves (pairs) – nitrile if possible	3970	20	10	10	2	20
Icepack (chemical pack for field trip kit)	3980	4	2	2	-	4
Safety pins (pack of 10)	3990	1	1	1	1	1
Scissors (pair)	4020	1	1	1	-	1
Zip lock bags or plastic bag with rubber bands	3836	10	10	5	-	10
Eye patch	3847	-	-	-	-	2
Disposable towel	3871	-	-	-	-	10
Splinter remover (disposable)	3889	1	1	-	-	1
Vomit bags	3838	2	2	-	1	2
Tweezers/forceps (disposable)	3890	4	2	1	-	4
Resuscitation mask	3870	1	1	1	1	2
Non adherent absorbent dressing (eg Melolin)						
Small (5cmx5cm)	3963	2	-	-	-	2
Medium (10cmx10cm)	3964	2	-	-	-	2
Large (20cmx10cm)	3965	2	-	-	-	2
Thermal blanket	4031	-	-	-	1	1

To order supplies through Central Stores go to

[http://www.griffith.edu.au/fbs/secure/xls/stores\\_catalogue.xls](http://www.griffith.edu.au/fbs/secure/xls/stores_catalogue.xls)