

FIRST AID POLICY - MENTORING



PURPOSE

- This policy provides guidelines for the administration of first aid at an on-site (Sparkways premises) or off-site Mentoring activity day or event.



POLICY STATEMENT


GUIDING PRINCIPLES

Sparkways is committed to:

- providing a safe and healthy environment for all volunteer mentors, young people, families and Sparkways staff
- providing a clear set of guidelines in relation to the administration of first aid at a Mentoring activity day or event
- ensuring that Mentoring staff have the capacity to deliver current approved first aid, as required

SCOPE

This policy applies to all Mentoring Staff and any student on placement.

 RESPONSIBILITIES	CEO or Executive Manager	Mentoring Staff	Volunteer Mentor	Young Person	Parent/Guardian
Lead, implement and monitor compliance of the Work Health Safety Framework, including this policy	X				
Ensuring that Mentoring staff are provided with the relevant first aid training from a nationally accredited training provider	X				

Ensuring that first aid training details, and renewal dates are recorded on each staff member's record	X	X			
Ensuring that every reasonable precaution is taken to protect mentors, young people, staff and others attending an activity day or event, from harm and hazards that are likely to cause injury	X	X			
Recognising that first aid requirements vary from one setting to the next depending on the nature of the activity, types of hazards, the size and location, as well as the number of people attending. These factors are taken into consideration when determining what first aid arrangements are required to be provided		X			
Ensure that at least one employee who attends an Activity Day or Mentoring Event, holds a current First Aid qualification from a registered training organisation	X	X			
Providing and maintaining a portable first aid kit with in-date products that meet Australian Standards that is to be taken to any offsite Mentoring activity day or event (<i>refer to Attachment 3</i>)	X	X			
Ensuring procedures are developed for the regular monitoring of the first aid kits to ensure they remain fully stocked and that out of date or used items are replaced.	X	X			
Ensuring that Mentoring staff learn the location of first aid kits when attending any Sparkways Early Learning Centre for the purposes of a Mentoring activity or training day.	X	X			
In the event of an incident, injury, trauma or illness where first aid was provided, complete the Injuries and First Aid Register kept with the first aid kit, detailing the injuries and the items used from the kit		X			
Ensuring that parents/guardians are notified within 24 hours if their young person is involved in an incident, injury, trauma or illness whilst attending a Mentoring activity day or event.		X	X		
Notifying a mentor's emergency contact if the mentor has been involved in a serious incident, injury, trauma or illness whilst attending a Mentoring activity day or event.		X			
Ensuring a Critical Incident Report is completed if the young person is involved in critical incident, injury or trauma (<i>refer Critical Incident Management Policy</i>)	X	X			
Ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (<i>refer Critical Incident Management Policy</i>)	X				

Ensuring a resuscitation flow chart (<i>refer to Attachment 1</i>) is contained in the portable first aid kit (<i>refer to Attachment 3</i>)	X	X			
Notifying Mentoring staff of any medical conditions or specific medical treatment required for a mentor when interviewed during screening (<i>refer Screening Policy</i>).			X		
Notifying Mentoring staff of any medical conditions or specific medical treatment required for a young person when completing the Medical Form (<i>refer Screening Policy</i>).				X	X
Providing written consent (via the Medical Consent & Release Form) for Mentoring staff and/or the young person's mentor to administer first aid and call an ambulance, if required				X	X
Being contactable, either directly or through emergency contacts listed on the mentor's application or young person's Medical Consent card, in the event of an incident requiring the administration of first aid					X



PROCEDURES

- Basic Life Support Flow Chart Procedure – *refer to Attachment 1*
- First Aid Responder's Role – *refer to Attachment 2*



BACKGROUND AND LEGISLATION

BACKGROUND

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important to assist young people and other individuals who are injured, become ill or require support with administration of medication.

It is also a requirement that employers have appropriate first aid arrangements in place, including first aid training and first aid kits, to meet their obligations under the *Occupational Health and Safety Act 2004*. WorkSafe Victoria has developed a *Compliance Code First aid in the workplace (refer to Sources)* that provides guidance on how these obligations can be met.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Privacy Act 1988(Cth)
- Information Privacy Act 2000(Vic)
- Victorian Child Safe Standards
- Victorian Human Services Standards
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

First Aid: The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery, until more advanced care is provided or the person recovers

First Aid Responder: – is a person who has successfully completed a nationally accredited training course or equivalent level of training that has given them the competencies required to administer first aid. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: www.cecqqa.gov.au

First Aid Kit: *The Compliance Code: First aid in the workplace*, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit (*refer to Attachment 3*). *The Compliance Code: First aid in the workplace* is available at: www.worksafe.vic.gov.au**Word:** Definition.....

Resuscitation Flowchart: Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge at: <https://resus.org.au/guidelines/flowcharts-3/>



SOURCES AND RELATED POLICIES

SOURCES

- Ambulance Victoria: www.ambulance.vic.gov.au
- Australian Red Cross: www.redcross.org.au
- St John Ambulance Australia (Vic): www.stjohnvic.com.au
- First aid in the workplace: www.worksafe.vic.gov.au

RELATED POLICIES

- Critical Incident Management Policy
 - Young Person Safety Policy
 - Occupational Health & Safety Policy
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EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy
 - review the first aid procedures following an incident to determine their effectiveness
 - seek feedback from people affected by the policy regarding its effectiveness
 - keep the policy up to date with current legislation, research, policy and best practice
 - consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
 - revise the policy and procedures as part of the service's policy review cycle, or as required
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ATTACHMENTS

- Attachment 1: Basic Life Support Flow Chart
 - Attachment 2: First Aid responder's role
 - Attachment 3: Minimum requirements for a first aid kit
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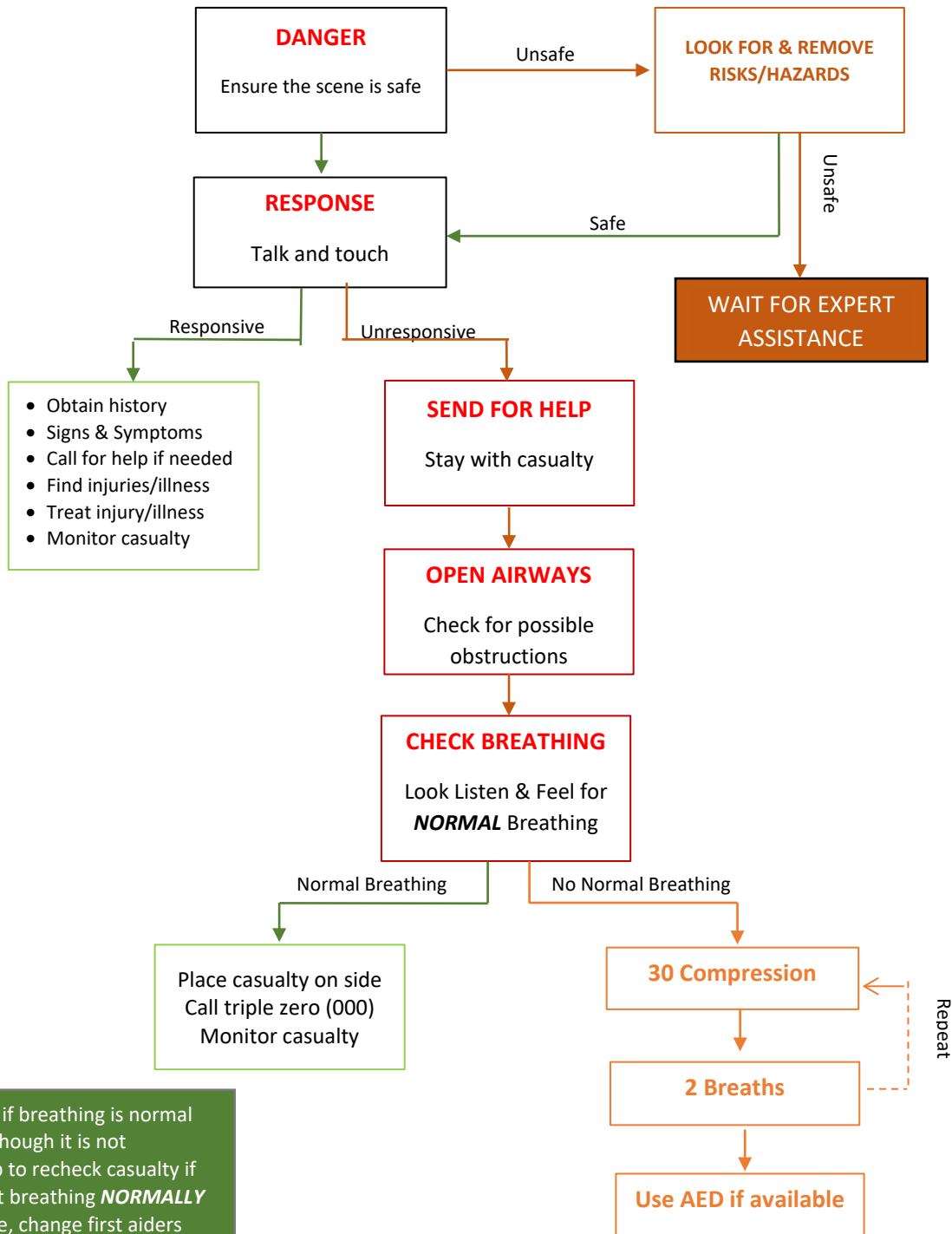
AUTHORISATION

This policy was endorsed by Sparkways on 23/06/2023

REVIEW DUE: June 2024

ATTACHMENT 1

BASIC LIFE SUPPORT FLOW CHART



- If unsure if breathing is normal treat as though it is not
- Only stop to recheck casualty if they start breathing **NORMALLY**
- If possible, change first aiders every 1 to 2 mins to reduce fatigue
- Send or go for help as soon as possible.

ATTACHMENT 2

FIRST AID RESPONDER'S ROLE

The following circumstances are examples of, but not limited to when first aid is required until assistance from a qualified health professional becomes available:

- Life threatening injury or illness
- Choking /blocked airway
- Anaphylactic reaction to an allergen, e.g. nuts, eggs
- Bleeding
- Bone fracture
- Convulsions and/or high temperature
- Injury to head, eye or back
- Asthma attack
- Excess vomiting or diarrhoea presenting a risk of dehydration
- Loss of consciousness
- Burns, which includes sunburn
- Poisoning from hazardous chemicals, plants, substances, and
- Bites from spiders, insects or snakes

In a medical emergency First Aid Responder needs to:

- Attend immediately to an injured/ill young person or individual and implement appropriate first aid management.
- Assess if there is a need for an ambulance to attend and call 000 for attendance or advise a co-worker to make the call.
- Identify any risks in the immediate area and minimise/eliminate these.
- Implement any medical condition action plans that are required if a young person with a diagnosed medical condition is involved.
- In the event of a young person going into Anaphylactic shock, who DOES NOT have their own EpiPen, if an EpiPen is available it is only be administered to a young person with over the phone consent from an ambulance officer/medical practitioner
- Monitor the individual's condition and maintain appropriate first aid support if required until further assistance is available from qualified health professionals.
- Notify as soon as practicable the parents/guardians of a young person or emergency contact for a mentor involved in a serious medical emergency or accident.
- Complete the Injuries and First Aid Register kept with the first aid kit, detailing the injuries and the items used from the kit
- Document as soon as practicable the incident details on a Critical Incident Report and in CIMS (*refer definitions*) if the incident is deemed critical as per the *Critical Incident Management Policy*
- In the case of a serious accident/injury of a Sparkways staff member in Sparkways property, as far as practicable, the scene of the accidents should not be touched as it may need to be inspected by an inspector from WorkSafe
- Notify WorkSafe if a serious workplace injury has occurred as soon as practicably possible and in writing within 48 hours of the accident occurring.
- In the event of anaphylaxis, the used adrenaline autoinjectors to be given to the ambulance officer attending the scene, with the date and time it was used.

ATTACHMENT 3

FIRST AID KIT GUIDELINES

First Aid kits should:

- not be locked.
- be easy to access and if applicable, located where there is a risk of injury occurring, with no longer than a minute to reach, including time required to access secure areas
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit.
- be regularly checked using the First Aid Kit Checklist Guidelines to ensure the contents are as listed and have not deteriorated or expired (*refer to Standard Portable Checklist Guidelines*).
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- be checked regularly (at beginning of each term) to ensure they are fully stocked, no products have expired and the contents replenished as necessary

First Aid kits must be taken on Mentoring Activity Days and Events and First Aid qualified staff member must be in attendance.

Standard Portable First Aid Kit Guidelines

Suggested contents include, but not limited to:

- basic first aid guide & CRP chart
- plastic bags for disposal
- gloves
- emesis bag
- sterile saline solution
- emergency accident blanket/space blanket
- resuscitation mask/face shield
- scissors
- instant cold pack
- notebook for recording details of first aid provided
- compression bandages individually wrapped sterile adhesive dressings (e.g. Band Aids)