
Guidelines for First Aid Officers at Coffs Harbour Education Campus March 2013

It is the policy of each of the partners of Coffs Harbour Education Campus to ensure that First Aid and Sick Bay Facilities and personnel are available to provide initial treatment for those suffering injury or illness.

Students, staff and visitors who become unwell or are injured at the campus are best transferred to the care of a parent/guardian/caregiver. The aim of care given at the campus to such students, staff and visitors is to make them comfortable in the interim.

Objectives

The aim of this document is to provide a simple guideline to First Aid and Sick Bay facilities and the delivery of all First Aid services at Coffs Harbour Education Campus. It must be read in the context of the First Aid policies of each of the partners.

These policies can be found at:

Department of Communities

http://detwww.det.nsw.edu.au/policies/staff/oh_s/first_aid/PD20050247_i.shtml

Southern Cross University:

<http://policies.scu.edu.au/view.current.php?id=00036>

or linked from the CHEC website under Policies and Procedures:

http://www.chec.scu.edu.au/index.php/dds/?cat_id=601#cat601

First Aid and Sick Bay Facilities

The Campus provides First Aid facilities, such as First Aid rooms and First Aid Kits, in accordance with the requirements of *Safe Work Australia - First Aid in the Workplace – Code of Practice 2012*.

A **Sick Bay** is located in room G.LG.5B. This is a quiet space with a bed. The room is monitored by CCTV but not recorded for the continued well-being of the user. This room may be accessed by contacting the Counselling and Student Support Office reception either in person or by phoning extension 3263. The use of this space will be recorded by the reception staff.

A **First Aid Room** is located on the lower ground floor of F Block (F.LG.3). This room is also used by the visiting Doctor.

The First Aid and Health Services/Parenting Rooms are adjacent to the SCU Student Association offices.

The First Aid Room is equipped with:

- First Aid Kit
- 1 Bed
- Other equipment as required.

Replenishment of the First Aid Kit is by way of a bi-monthly contracted service.

Cleaning will be completed by campus cleaners after each doctor's visit. Cleaners will remove and replace all equipment and consumable from trolleys and desk to perform task.

Room F.LG.4 is designated as a space for **Health Services/Parenting**.

This room may be accessed by contacting the Counselling and Student Support Office reception either in person or by phoning extension 3263, or the SCU Student Association office on extension 3299.

The Health Services/Parenting Room is equipped with:

- Change table and nappy disposal unit
- Small lounge and coffee table

First Aid Kits are located in each work area of the campus which is identified on the emergency management signage that is located throughout the campus. Contact details for First Aid Officers can also be found on this signage.

There is a smaller First Aid Kit in each of the campuses motor vehicles.

A Wheelchair is located in the Security Office A.G.4.

Ventolin

- Students and other visitors are encouraged to bring their own asthma medication to campus. For emergencies, Ventolin is available for self-administration. Ventolin is available for emergency self-administration purposes only in First Aid Kits located in the Library (E.1.10), Administration Mail Room (A.G.26), Offices C.1.2 and O.1.15 and Science Labs H2 and H8. An inhaler that has been used must either be kept by the user or disposed of.

Anaphylactic Shock – Epi Pens:

Epi Pens for emergencies are provided in First Aid Kits located in the following areas:

Location	First Aid Kit Location	Number Epi Pens	Comments
Assistant Director – Senior College	C.1.2	1	
A Block Administration – Mail Room	A.G.29	2	Includes spare Epi Pen
Security Office	A.G.4	2	Includes spare Epi Pen
Counselling & Student Support	F.1.1	1	
Primary Industries	P.G.1	1	
Primary Industries (Portable)	P.LG.12	2	Needed for excursions
Children's Services	O.1.46	2	Junior (includes spare Epi Pen)
Children's Services	O.1.46	1	
Tourism and Hospitality	I.G.11	1	
Automotive	S.G.05	1	

First Aid Officers, Security Officers and many staff are trained in the administration of Epi Pens.

Emergency Showers/Drench/Eye Bath

There are emergency/safety showers in the following locations:

H1 Science Building:

Room Number	Room Name
H1	Lab 1
H2	Prep 1
H4	Lab 2
H5	Lab 3
H8	Prep 2
H11	Lab 4

P Block – Primary Industries Building

Outside storage rooms P.G.6 and P.G.7 there is an external emergency shower and an eye drench.

General Showers

There are other showers throughout the campus that can be used in an emergency. These can be found in the following locations:

Building	Male	Female	Shared
Office	C.1.6	C.1.5	
Theatre			D.G.08
Office – Runner's Room			M.LG.02
Tourism and Hospitality	I.G.22	I.G.24	
Main Store			J.01
Metal Fabrication			K.03
Engineering			N.06
Pit Stop Disabilities Support			G.LG.5A
Multi-Purpose Centre	L.05	L.11	
Nursing Disabilities Toilet			Q.G.08
Access Toilet			M.LG.15
Access Toilet			M.G.56
Student Sport Centre	✓	✓	Access
Multi Purpose Centre	✓	✓	

First Aid Officers

Each sector will provide a number of qualified First Aid Officers who will be able to assist all staff, students and visitors on campus.

Contact details for First Aid Officers can be found on the Emergency Management signage that is located throughout the campus. You may contact the Switchboard for First Aid assistance by dialling Extension 9 from any internal telephone.

Contracted Security Officers all hold First Aid certificates and will assist with emergencies. Security Officers can be contacted by telephoning:

- Extension 3091
- 02 66 593091
- 1800 004 357

The Provision of First Aid Assistance

First Aid Officers may be required to provide initial First Aid to **ANY** person at CHEC, including students, staff and visitors, such as:

- Treatment of minor wounds and injuries
- Resuscitation

First Aid Officers should only provide assistance that is within their level of training and competence. If the First Aid Officer believes that the circumstances they are confronted with are beyond their level of training, then they must call for professional medical assistance. They should also recommend that the person they have assisted should also consult their own medical advice.

First Aid Officers should call an Ambulance whenever in doubt. First Aid Officers will not be responsible for any charges associated with the provision of emergency care by the NSW Ambulance Service. This will be covered by the campus. EMERGENCY SERVICES can be contacted on 000 after dialling "0" for an outside line.

In the unlikely event that a student, staff member or member of the public is injured in some way as a result of the administration of First Aid by a member of staff, the staff member is protected by the legal principle of vicarious liability.

This means that unless the staff member has deliberately injured the person they have assisted, or behaved with reckless disregard for their safety in the administration of First Aid, the employer of the First Aid Officer will be liable for any injury caused by the negligence of the staff member.

If there is no negligence, then neither the staff member nor the First Aid Officer's employer is liable.

Remember: always use surgical gloves when rendering assistance.

Accident and Incident Reporting

Accident, Incident and Hazard Reports.

- These generic report forms can be found in each First Aid Kit and at the Administration areas for each partner.
- This form is to be completed by the First Aid Officer and the teacher for a student or the line supervisor/manager for a staff member. Each incident that results in an injury or illness during any CHEC program or activity for students or visitors, or a work activity for a member of staff requires the completion of this report. Furthermore, "near miss" incidents where no injury is sustained should also be reported using this form. The procedures for completing these forms are described on the form.

The First Aid Officer must also advise the relevant Manager or Head Teacher if ongoing supervision of the patient is required. Once notification has occurred, then responsibility for the patient rests with the Manager or Head Teacher unless the First Aid Officer is subsequently called back to administer further treatment.

Ongoing Supervision and Monitoring

Ongoing supervision of staff and students following First Aid treatment will be the responsibility of the relevant sector. Ongoing supervision of visitors to the campus following First Aid treatment will be the responsibility of the CHEC Facilities team.

When the initial treatment has been completed, the First Aid Officer must report all injuries and treatment to the Teacher/Head Teacher, Supervisor and relevant sector as follows:

Name	Phone Number
SCU: Manager, Administration Services	Extension 3007
North Coast TAFE: Campus Manager	0427 428 647
Senior College: Assistant Director	Extension 3331
Facilities Team: Security	Extension 3091
CCTV: Counselling and Student Support Reception	Extension 3263

First Aid Committee

First Aid at CHEC is coordinated by a qualified Occupational First Aid Officer under the supervision of the CHEC Manager – Administration.

The First Aid Coordinator will:

- Coordinate the location and upkeep of all First Aid Kits and other equipment as may be required from time to time.
- Coordinate the upkeep of the First Aid room.
- Ensure all First Aid Officers have current certificates of which copies are kept on file.
- Coordinate First Aid training as may be required.
- Coordinate and chair at least two meetings annually of an Advisory Committee of First Aid Officers.
- Agendas and Minutes of these meetings will be forwarded to:
 - CHEC Manager – Administration
 - Work Health and Safety Committee.