# First Aid Policy

**Purpose**  
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.  
  
To provide immediate care to an injured or ill person, carried out within a limited range of skills, until the injury or illness is managed or a higher level of care presents such as: a doctor, a paramedic, or a nurse.  
   
**Policy**  
Company Name is committed to providing timely and appropriate first aid care to staff, clients, and visitors. Company Name will endeavour to have a suitable number of trained first aid officers for each site, and provide first aid facilities to administer appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness. Payment for first aid officer duties will be made to first aid officers, as prescribed in the award. All training and refresher training will be at the cost of Company Name.  
   
**Procedure**   
The First Aid Audit must be completed bi-annually:

* External Training will be provided
* Selected staff will attend training for certification
* “First Aid Officer” will be indicated on signage throughout the office and available on Intranet
* Once the injured or ill person has been assisted contact HR or Manager
* If required the most senior Company Name employee should prepare Critical Incident Report.
* All injuries will be recorded on the incident register for incidents or injuries,
* Data will be reviewed on a regular basis to ensure there are no trends in injuries that need to be minimised.

**First Aid Kits**  
Company Name First Aid Kits are reviewed and restocked by the Safety Manager.  
   
The Safety Manager must ensure there is a first aid sign above every first aid box, and a review will be completed by Safety Manager every time the First Aid Kit is restocked.  
   
**Responsibility**   
It is the responsibility of Manager and/or HR/OHS to ensure that:

* Adequate and appropriate First Aid Facilities are provided.
* Appropriate and adequate First Aid Officers training is arranged for staff.
* First Aid Officers’ training is up to date and certificate current.

It is the responsibility of First Aid Officers to:

* Assess if medical assistance is required.
* Administer appropriate First Aid in accordance with their training.
* Maintain First Aid records as outlined in this procedure.
* Maintain confidentiality with regard to information obtained as part of their role.

 It is the responsibility of HR and/or OH&S Representative to:

* Inspect and maintain First Aid Facilities.