

Policy Applies to:

All staff employed by Mercy Hospital.

Credentialed Specialists, students and Contractors will be guided by Mercy Hospital staff.

Related Standard:

- EQUIP Standard 1.5 Criterion 1.5.2
- EQUIP Standard 3.2 Criterion 3.2.1

Rationale:

All on-site personnel have prompt access to appropriate first aid treatment.

Cultural Considerations:

Treatment and follow-up is appropriate to their individual needs.

Objectives:

- Staff are aware of the location and content of first aid kits.
- First aid kits are maintained.
- Staff with appropriate first aid skills are available and accessible when first aid is required.
- Staff are aware of who can offer first aid support.

Implementation:

- Staff are provided with first aid information on orientation.
- Where appropriate: Nursing staff are available in clinical areas to provide first aid response.
- Support Services managers are responsible for allocating a staff member to carry out regular inventory checks of designated first aid kits.
- Staff must notify Team leaders/ managers when first aid items have been used so that they can be restocked.

Evaluation:

- Review of relevant Incidents
- Designated first aid kit checks

Associated Documents:

External

- Health and Safety At Work Act 2015
- Health and safety at Work (General Risk and Workplace Management) Regulations 2016
- First aid at work, Worksafe 2020

Internal

- Incident Policy
- Hazardous Substances Inventory, F:\Mercy Shared\Hazardous Substances Inventory.

Process:

Only those staff who are health professionals or who have undergone first aid training should administer first aid. Those not trained should seek help from an appropriate person who will;

- Assess the injury
- Manage as/if appropriate
- Assess the need to escalate treatment to a GP / afterhours clinic/ED
- Advise follow up where appropriate
- If the person is a staff member, assess their ability to continue at work; in consultation with the staff members direct line manager.

Following an incident an incident notification must be completed with the direct line Manager and Health and Safety Specialist to;

Review incident and manage/add any hazards identified to the hazard register.

First Aid Kit Locations

Designated first aid kits, accessible to staff at all times, are available at Main Reception and the lower ground floor. A first aid kit is also located in the work vehicle.

Other areas of the hospital may choose to maintain some form of first aid kit, however this is left to the discretion of the manager and not intended to replace the comprehensive designated first aid kits.

Staff should be made aware of the designated kits location as part of their orientation process.

First Aid Kit Contents: Appendix One

List of recommended contents for designated first aid kits.

Checking Provisions

H&S Coordinator must appoint a designated person to check the contents of the 3 designated (Reception, Lower Ground and vehicle) first aid kit on a quarterly basis to ensure all articles that have an expiry date are current and to restock supplies where required.

Maintenance of first aid supplies kept in other work areas (other than Mercy's designated first aid kits) are the responsibility of that unit's Manager. Quarterly checks coordinated by the unit manager must be undertaken to ensure items are appropriate and have not expired. Information on the location of Mercy's designated first aid kits should accompany areas specific first aid supplies.

Recording First aid related injuries

All injuries must be recorded on the Incident system.