

Policy Applies to:

All staff employed by Mercy Hospital, Credentialed Specialists, Allied Health Professionals, students and Contractors.

Related Standard:

- Health and Safety in Employment Act, 1992
- EQuIP Standard 1.5 Criterion 1.5.2
- EQuIP Standard 3.2 Criterion 3.2.1

Rationale:

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

Objectives:

- Staff are aware of the location and content of first aid kits.
- First aid kits are maintained appropriate to the areas need.
- Staff with appropriate first aid skills are available in service areas.

Implementation:

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

Evaluation:

- Training records
- Environmental audits
- Incident forms

Associated Documents:

External

- First Aid for Workplaces - A Good Practice Guide, Department of Labour, August 2011
- First Aid Equipment, Facilities and Training, Department of Labour, 2001

Internal

- Incident Policy
- Chemical MSDS, F:\Mercy Shared\Chemical Registers\Material Safety Data Sheets

Appendices

Appendix One: Contents for First Aid Kits

Process:

Only those staff who are health professionals or who have undergone first aid training should administer first aid. If you are not within this group seek help from an appropriate person who will;

- Assess the injury
- Manage where appropriate
- Assess the need to escalate treatment to a more definitive care setting
- Advise follow up where appropriate
- If the person is a staff member, assess their ability to continue at work; you will need to involve the staff members direct line management in this
- Review incident and manage/add any hazards identified.

First Aid Kit Contents

There is a list of recommended contents for first aid kits (Appendix One).

Note:

Non-prescription pain relief medication is not supplied in the designated first aid kits but may be available through contacting the clinical coordinators of DSU, McAuley or Theatre.

Checking Provisions

Managers must appoint a designated person to check the contents of the first aid kit on a monthly basis to ensure all articles that have an expiry date are current and to restock supplies where required. See Appendix One for contents list

First Aid Kit Locations

First aid kits are located in the Laundry, Kitchen, Reception mailroom, Marinoto Café, Marinoto House kitchen, Maintenance workshop, Lower ground floor (near loading dock), CSSD and work vehicles

Recording First aid related injuries

All injuries must be recorded on an Incident Form.