

## **Policy Applies to:**

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

## **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 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.
- 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.
- 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:**

- First aid training records
- Incident forms
- Designated first aid kit checks

## **Associated Documents:**

### *External*

- Health and Safety At Work Act 2015
- First Aid for Workplaces - A Good Practice Guide, Department of Labour, August 2011
- First Aid Fact Sheet, Worksafe, 2018

### *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. 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 GP / afterhours clinic/ED
- 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 manager in this
- 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 kits is also located in the work vehicle.

Other areas of the hospital may choses 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.

### First Aid Kit Contents: Appendix One

List of recommended contents for designated first aid kits.

### Checking Provisions

Manager of Support Services 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.

First aid supplies which are kept in other work areas are the responsibility of that unit's Manager to ensure items are appropriate and not expires. Notification of the location of the designated first aid kits should accompany areas specific ones.

### Recording First aid related injuries

All injuries must be recorded on an Incident Form.