



FIRST AID PROCEDURE

All Ability Yoga

PURPOSE

The purpose of this policy is to ensure that all staff have access to appropriate first aid supplies, receive the required treatment following an injury, and that all accidents and/or incidents involving first aid are followed up to prevent a recurrence of the situation.

DEFINITION

First Aid - Treatment services initially applied to an injury.

First Aid Kit - This is a store of first aid supplies, including bandages, band aids, and other items as specified in WHS Regulations.

RESPONSIBILITY

It is the responsibility of the First Aid Officer to ensure that the facility has an appropriately stocked first aid kit.

The First Aid Officer stores and maintains the Register of Injury and First Aid Inventory.

Once first aid is administered, it is the responsibility of the employee to inform the First Aid Officer and/or WHS Coordinator that an injury has occurred requiring first aid.

The First Aid Officer and/or WHS Coordinator are then responsible for ensuring that the Register of Injury and Accident or Accident and/or Incident Report Form are Completed. The first aid officer is entitled to preventative shots for hepatitis and Tetanus.

PROCEDURE

A worker experiences an injury requiring first aid.

First Aid Officer administers first aid as required. If no trained officer is available other workers administer first aid within their abilities. An ambulance is called if required; worker is transported to hospital, emergency room, or a doctor's office as appropriate. Management or First Aid Officer is responsible for deciding when an ambulance is required - if in doubt, call the ambulance.

The First Aid Officer and/or WHS Coordinator ensures that the Register of Injury or Accident and/or Incident Report Form is completed as soon as is practicable, to allow accident investigation to occur.