



## **BASIC FIRST AID POLICY**

### **Introduction**

1. While U3A Emerald Inc. recognises that the health and safety of its members and any visitors is important, the approach to first aid provision is reflective of the volunteer nature of the organisation.
2. Supplies will be maintained for basic first aid only, not for medical emergencies or life-threatening situations (for which observers are advised to call 000 and follow directions given).
3. The U3A Emerald Inc. *Health and Safety (Serious Injury and Incident) Policy* and the *Calling an Ambulance Policy* relate to this policy. These are at [www.u3aemerald.org.au](http://www.u3aemerald.org.au)

### **Purpose**

4. The purpose of this policy is to set out the standard for establishing, using and maintaining the first aid kit for members and visitors to U3A Emerald Inc.

### **Definitions**

5. In this policy the following definitions apply:
  - *Basic first aid*: The provision of treatment for people experiencing a minor injury or non-life-threatening illness.
  - *First aid kit*: A commercially purchased first aid kit with sufficient and adequate contents for providing basic first aid, maintained at the Hills Hub venue.

### **Policy**

6. U3A Emerald Inc. will provide a first aid kit at the Hills Hub to be used in the event of a person sustaining a minor injury or illness while attending an activity.
7. Where there is an emergency, members are required to ring 000—see the *Health and Safety (Serious Injury and Incident) Policy*.
8. The first aid kit will be stored in a readily accessible location identified with a sign with a white cross on a green background placed directly above it. The contents of the kit will be protected from dust and damage and the container will clearly identify the contents and purpose.
9. The first aid kit will be inspected and replenished as required by the U3A Emerald Inc. health and safety representative in the first week of each quarter, and a checklist completed.

### **Key responsibilities**

10. The Committee must ensure that an appropriate first aid kit is maintained at the Hills Hub.
11. The U3A Emerald Inc. health and safety representative must inspect and maintain the first aid kit and records, and maintain confidentiality regarding any personal information.

### **Procedures**

12. Where a member suffers a minor injury, any member may access the first aid kit to treat the injury.

13. Where an injury or illness is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, persons present are advised to call 000 and follow instructions given—see the *Health and Safety (Serious Injury and Incident) Policy* and *Calling an Ambulance Policy*.
14. When supplies from the first aid kit are used, the person using those supplies is required to complete the first aid log, kept inside the first aid kit.
15. The health and safety representative will record details of a serious injury in accordance with the *Health and Safety (Serious Injury and Incident) Policy*.

### **Authorisation**

16. This Basic First Aid Policy was adopted by the Committee of Management of U3A Emerald Inc. and minuted as such, on 31 March 2020.