

Purpose and Scope

This guideline aims to provide guidance regarding first aid treatment on the South St Murdoch University Campus

This guideline applies to all workers, visitors, students, contractors, and volunteers.

Overarching Policy

[Health and Safety Policy](#)

Guideline

1. In this guideline, the following words have the following meanings:
 - 1.1. “First Aid” means a person attends to the injured or ill person as the first point of assistance in a non-medical environment and administers first aid treatment.
 - 1.2. “First Aid Officer Paid” means a person who holds a current provide first aid certificate after successful completion of an approved first aid course.
This person has approval from their manager to be the first responder and designated building/area responsibilities for first aid.
 - 1.3. “First Aid Officer unpaid” means a person who holds a current provide first aid certificate after successful completion of an approved first aid course.
There are several courses or qualifications at Murdoch University that require the first aid qualification as part of the course.
 - 1.4. “Line Manager” means for the purposes of this procedure, an employee’s immediate manager or another member of the management team.
 - 1.5. “Senior Manager” means for the purpose of this procedure anyone listed in the following roles or above: a Head of School, Director level and/or if you lead leaders.
 - 1.6. “Workers” means for the purposes of this procedure, this includes all Murdoch University employees, contractors, subcontractors, trainees, labour hire and volunteers.

2. Murdoch University has a network of nominated first aiders. For this procedure South Street Murdoch Campus usual business hours are Monday to Friday 830-1630 where it is anticipated paid first aiders are available. At all times there is security onsite who hold a first aid qualification and can attend to incidents if needed. During business hours paid first aiders are the first responders and after-hours contact security Internal (x333) External (9360 7333) and refer to security guidelines.

First Aid attending Guidelines

3. In the case a first aid attendant is called to attend to a first aid incident, a guideline to action is the following.
 - 3.1. Ascertain the name, location, and contact number of the person.
 - 3.2. Ascertain the incident location.
 - 3.3. Attend to the scene and provide first aid.

For all on campus life-threatening medical emergencies, call 000 ('Triple Zero') and then inform Campus Security.

<https://www.murdoch.edu.au/explore/facilities/security-and-safety>

When required to enact the University emergency response procedures, call 000 - advise of the nature of the incident and confirm ambulance attendance and that they will be attending via designated entry point E on discovery way. Remain on the call with 000 until St Johns discharge call. Continue to provide first aid. Contact 9360 7(333) for security support advise 333 of ambulance entry muster point. The table below is a guide:

Assessment outcome	Procedure
Option 1 Patient requires urgent assessment	If an ambulance is required: <ol style="list-style-type: none"> a) First Aider to call 000. b) Advise ambulance operator: <ol style="list-style-type: none"> i. Of patient's condition and first aid assessment ii. That security will meet ambulance at designated meeting point, entrance E on Discovery Way. c) First Aider to call 9360-7(333) to advise of ambulance dispatch and confirm designated meeting point E. <ol style="list-style-type: none"> i. Security to dispatch one officer to support first aider, and ii. One officer to meet ambulance at the designated entrance point and escort ambulance to site.

	<p>d) Always remain with the patient until the ambulance arrives, and patient is appropriately relocated.</p>
<p>Option 2 Patient requires further assessment and treatment beyond the scope of a first aider</p>	<p>Contact MU Medical Service 9360-2293 identify yourself as a campus first aider and ask to speak with the triage nurse.</p> <p>a) Advise triage nurse of first aid assessment and patient condition.</p> <p>b) Nurse and first aider to determine appropriate course of action. This may be:</p> <ul style="list-style-type: none"> i. Request patient be brought to the Medical Service for further assessment. ii. Nurse to attend to scene and provide on-site support. iii. Advice to contact 000 and arrange patient transport off site to hospital. <p>c) If patient escort required to transport patient to the Medical Service, first aider to contact 9360 7(333) and request security support for transport, first aider to accompany patient and security to provide patient handover.</p> <p>d) If advice to contact 000, First aider to contact 000 followed by 9360 7(333) to enact security on site and ambulance escort support.</p>
<p>Option 3 Patient treated and discharged at the scene</p>	<p>Document and advise patient of any follow up required. Give patient copy of advice if appropriate.</p>

4. Update any relevant parties as appropriate, i.e. next of kin, parents/legal guardians if a minor.
5. Document incident using attached first aid documentation forms. Log incident on university online reporting system.
6. Clean up area and re stock first aid kits if equipment, supplies used.

7. Consider debrief with Health, Safety and Wellbeing team and/or University nurse depending on the severity of the injury. At first aid meetings share any lessons learnt with other first aiders.

Responsibilities

Role	Responsibility
Head of Health Safety and Wellbeing	<ul style="list-style-type: none"> • Ensure that first aid provisions across Murdoch University are in accordance with relevant legislation and standards. • Provide advice on adequately providing and maintaining first aid kits, and trained personnel in consultation with workers and in accordance with relevant legislation and standards.
Health Safety and Wellbeing Advisor/Consultant	<ul style="list-style-type: none"> • Ensure there are adequate numbers of trained First Aid Officers at their site. • Maintain a First Aid Officer Register to monitor the currency of certificates. • Conduct quarterly First Aid Officers meetings. • Maintain copies of the first aid certificates.
Senior Manager	<ul style="list-style-type: none"> • Ensure notices are displayed on all floors indicating the names and department/ locations of the nearest First Aid Officers. • Facilitate the administration of first aid in their area by cooperating with First Aid Officers. • Enter details of completed First Aid Report Forms into the Incident Reporting Database if required. • Incidents that require medical treatment ensure the Health, Safety

	<p>and Wellbeing team have been informed.</p>
<p>First Aid Officers</p>	<ul style="list-style-type: none"> • Administer first aid in accordance with this procedure. • Complete monthly first aid checklist. • Document any first aid treatment administered and report the injury, this maybe completed with the worker. • Hold a current provide first aid certificate from a Recognised Training Organisation (RTO).
<p>Workers</p>	<ul style="list-style-type: none"> • Document any first aid treatment administered and report the injury, this may be completed with the first aider. • Immediately report all incidents to their Line Manager. • Cooperate with instructions given by First Aid Officers and Senior Managers. • Take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
<p>Murdoch University Medical Service</p>	<ul style="list-style-type: none"> • Murdoch University Health: Medical Service will provide walk in and telephone triage, assessment, and treatment for first aid for the University Community. • The Medical Service will provide nurse consultation, triage, and treatment during on campus medical emergencies when available to do so. The communication of accurate and detailed information regarding a patient’s condition during an emergency is critical to patients receiving rapid and appropriate medical care. This role is a

	supportive function to the University on Campus Medical Emergency procedures and does not precede this procedure.
Murdoch Security Officers	<ul style="list-style-type: none"> • Murdoch Security Officers are trained in first aid, when called to support a first aider their role is to provide additional support such as: <ul style="list-style-type: none"> ○ Support in the provision of first aid. ○ Support with logistics such as escorting an ambulance on campus to the patient's site. ○ Support with on campus transport to the medical service. ○ Any other reasonable requests for support from the first attending first aider.

Governance

Approval Authority	Senior Leadership Team
Owner	Chief People Officer
Legislation mandating compliance	WA Work Health and Safety Act 2020 WA Work Health and Safety Legislation 2022 WA Code of Practice – First Aid in the Workplace
Category	Primarily a function of management
Related University Legislation and Policy Documents	Health and Safety Policy Injury Management Policy First Aid Procedure
Date effective	11/03/2024
Review date	11/03/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	11/03/2024	

Attachments

1.1 Table 1. Medical Emergency Categories

Patients are triaged according to the following categories. This list is a guide and is not exhaustive.

Category	Examples of patient presentation	Triage outcomes
Category A: Enact Emergency Response Procedures	<ul style="list-style-type: none"> • Chest pain • Altered level of consciousness • Bites/ severe allergic reaction • Difficulty breathing • Extreme psychological distress – patient danger to self or others • Fitting/ seizure • Significant Poisoning • Severe injury – spinal/head/ burns • Uncontrollable bleeding 	<ol style="list-style-type: none"> 1. Call 000- St Johns Ambulance 2. Call 9360 7(333) – Security. Security to enact Security guidelines, Security officer 1 to attend site and assist first aid, Security Officer 2 to attend to ambulance muster point and escort ambulance to scene. 3. If first aider and security determine additional support required whilst awaiting ambulance arrival contact University Medical Service for University Nurse support.

<p>Category B: Urgent</p>	<ul style="list-style-type: none"> • Fainting/ feeling faint • Severe menstrual pain • Pregnancy – pain or bleeding • Patient with extreme concern • Severe pain or symptom, including abdominal pain • Visual disturbances • Other burns, significant lacerations and or injuries including other poisons 	<ol style="list-style-type: none"> 1. Contact First Aider to assess and apply first aid following assessment determine best course of action-urgent. 2. Call 000-St Johns Ambulance. 3. Call 9360 7(333)-Security. Security to enact Security guidelines, Security officer 1 to attend site and assist first aid, Security Officer 2 to attend to ambulance muster point and escort ambulance to scene. <p>And/or if unsure</p> <ol style="list-style-type: none"> 4. Contact MU Medical for University Nurse, triage assessment and support.
<p>Category C: Apply first aid</p>	<ul style="list-style-type: none"> • Dressings • Skin concerns – rash/ minor burns/ abrasions • Sprain, strains trips and falls • Localised bites and stings • Heatstroke 	<ol style="list-style-type: none"> 1. Apply First Aid. 2. If concern is beyond scope of first aider and or additional support is required. Contact MU Medical Service for Nurse triage assessment and treatment.

