

Purpose and Scope

The purpose of this procedure is to outline the first aid administration process that is to be undertaken on Murdoch University sites for workers, visitors, students, contractors, and volunteers.

Overarching Policy

[Health and Safety Policy](#)

Procedure

1. In this procedure, the following terms 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 in their designated building/area and holds 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 jobs at Murdoch University that require a first aid qualification as part of the course or job description.
 - 1.4. “Manager” means a worker’s immediate manager or another member of the management team, such as line manager or academic supervisor.
 - 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. “Worker” means includes Murdoch University workers, students, contractors, subcontractors, trainees, labour hire and volunteers.

2. Maintaining first aid requirements

2.1. Maintaining first aid supplies

Senior managers are responsible for allocating the responsibility for the maintenance of first aid supplies to first aid kits. On a quarterly basis, the nominated paid First Aid Officer(s) may review and monitor the First Aid Kits within their work areas for usage, and ensure items are replaced as soon as reasonably practicable after use. Items within the kit must be checked to ensure they are in working order, have not deteriorated, are within their expiry dates and

sterile products are sealed and have not been tampered with. The inventory list in the kit should be signed and dated after each check. The First Aid Kit Contents

Checklist should be complete and the first aid officer(s) must provide the completed form to the Health, Safety and Wellbeing team via safety@murdoch.edu.au.

2.2. Supplies are ordered through the national preferred supplier or from St John WA or the storeroom. When supplies arrive, the first aider must ensure each first aid kit is restocked.

2.3. First aid officers

The number of first aid officers required on a site or for an activity will be determined using a risk management process. Factors taken into consideration to determine minimum first aid officer numbers required at each site are:

- The nature and specific hazards of the work
- The size and layout of the site
- The number of workers and their work arrangements
- Previous and potential injuries and illness to workers and students

2.4. First aid qualifications

All first aid officers must hold a nationally recognised current Provide First Aid certificate and receive additional internal training, as required.

Provide first aid certificates must be renewed every three (3) years from the date of issue. Refresher training in Cardiopulmonary Resuscitation (CPR) must be carried out annually.

If the qualification expiry date has passed, the First Aid Officer must immediately cease the role until they complete the required Provide First Aid course.

To organise first aid training, contact the Health, Safety and Wellbeing team via safety@murdoch.edu.au.

2.5. First aid administration

When an incident involving a worker, visitor or student is reported that requires first aid, a first aid officer must be contacted immediately. Trained first aid officers with a current certificate are to administer first aid.

The first aid officer is to provide initial treatment to injured or ill persons, which is consistent with their first aid officer level of training and competency. Where the treatment required is beyond the first aid officer's level of competence, they should recommend the injured or ill person seek further medical treatment.

Where possible the first aid officer must ensure the senior manager of the work area where the incident occurred is aware of the incident and outcome of the first aid treatment. If the injury is to a contractor or visitor, ensure the responsible manager is informed (suggested contact be made via email).

If medical treatment is required, a senior manager and the Health Safety and Wellbeing team must be notified as soon as possible.

3. Calling an ambulance

When an ambulance is deemed necessary by a first aid officer, call 000. The 000 operator will require the following information:

- the exact address of the emergency, including site specific details, such as a suitable entrance,
- a contact phone number,
- a description of the injury or illness (exactly what happened),
- age of injured person (if known),
- whether the injured person is conscious,
- whether the injured person is breathing.

Refer to the guidelines for your site for further instructions.

A senior manager must be notified immediately after the ambulance has been called, or as soon as is possible thereafter. Where possible, an employee should wait outside for the ambulance to arrive and assist ambulance officers in locating the patient as quickly as possible.

3.1. Ambulance for employees

The employee's next of kin or partner must be advised of the incident, where possible, and the status of the employee's injury if they are unconscious. If the employee is unconscious it is recommended a senior manager accompany the injured employee to the hospital, either in the ambulance where appropriate, or via another form of transport. The Health, Safety and Wellbeing team or Office of People and Culture must be contacted, where possible, to assist with contacting the employee's next of kin.

Within 48 hours of the incident, the senior manager must contact the injured employee to enquire as to their wellbeing and record the details of the conversation in the Incident Reporting Database.

3.2. Ambulance for contractors and visitors

A senior manager must contact the injured party's employer with details of the incident, and that they require an ambulance. A Murdoch University representative is not required to accompany the injured party to hospital, nor contact their next of kin, this is the responsibility of the injured party's employer, 2.3.

3.3. Ambulance for students

If the student is unconscious it is recommended a senior manager accompany the student to hospital, where reasonable and practical. If the student is unconscious, the next of kin may be contacted and informed of the details of the incident.

Within 48 hours of the incident, the senior manager must contact the student to enquire as to their wellbeing and record the details of the conversation in the Incident Reporting Database.

4. Recording the administration of first aid

When first aid has been administered, the first aid officer is responsible for completing the First Aid Report Form. The first aid officer must provide the completed form to the senior manager as soon as practicable and the details can be entered into the incident reporting database.

5. First aid meeting

The Health, Safety and Wellbeing team must ensure a first aid meeting is held quarterly to consult with first aid officers on issues regarding first aid, reporting of injuries or conduct refresher training on relevant procedures. Minutes of the meeting must be taken and recorded.

Responsibilities

Role	Responsibility
Head of Health Safety and Wellbeing	<ul style="list-style-type: none">• Ensure first aid provisions across Murdoch University are in accordance with relevant legislation and standards.• Provide advice on the adequate provision and maintenance of 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 all Murdoch University locations.• Maintain a First Aid Officer Register to monitor the currency of certificates.• Conduct quarterly First Aid Officers meetings.• Maintain copies of 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.• Incidents that require medical treatment ensure the Health, Safety and Wellbeing team have been informed.

First Aid Officers	<ul style="list-style-type: none"> • Administer first aid in accordance with this procedure. • Complete quarterly first aid checklist, when requested. • Document any first aid treatment administered and report the injury, this may be completed with the worker or manager using the form they have completed. • Hold a current Provide First Aid certificate from a Recognised Training Organisation (RTO).
Workers	<ul style="list-style-type: none"> • Immediately report all incidents to their manager. • Ensure first aid treatment administered is documented, this may be completed with the first aider. • 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.
Murdoch University Medical Service	<ul style="list-style-type: none"> • Murdoch University Health Medical Service 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 the injured party's condition during an emergency is critical to the injured party 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.

Governance

Approval Authority	Senior Leadership Team
Owner	Chief People Officer
Legislation mandating compliance	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 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
Date effective	11/03/2024

Review date

11/03/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	11/03/2024	
Approved	23/02/2018	
Approved	04/12/2012	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.