

PROCEDURE

First Aid



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
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First Aid

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1 Purpose and scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

First aid requirements apply to all persons potentially impacted by Scouts NSW operations. This includes workers, members, supporters, contractors, visitors and members of the public, described collectively in this procedure as 'workers'.

This procedure has been developed with reference to the SafeWork NSW Code of Practice First Aid in the Workplace. This procedure is *not* about first aid techniques. It describes how first aid arrangements will be determined and provided in line with the nature of the risk involved.

Site managers and leaders in charge are responsible for assessing the first aid needs and implementing the requirements.

2 Responsibilities

Scouts NSW will ensure that each worker has access to first aid equipment, that there are facilities for the administration of first aid, and that there are adequate trained first aiders available to workers. More specifically:

Officers shall ensure that there are adequate financial and human resources available to fulfil the first aid requirements.

Site Managers, Region Office Managers and other leaders shall:

- Arrange for a minimum one first aider per workplace, with typical first aid kit, PLUS any additional arrangements as an outcome of the first aid facilities assessment.
- arrange for a first aid assessment of their area(s) of responsibility to identify any additional first aid needs.
- review the first aid arrangements whenever there is change that might impact first aid requirements eg new activities, a change in number of members, change in structure, change in location etc
- It is recommended that all leaders for recreational activities should acquire the necessary first aid skills.
- Activity centre managers should arrange to communicate to guests at time of booking if they are required to provide their own first aid kits.



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First aiders are responsible for:

- Provide appropriate and timely first aid to injured or ill persons, within their level of training and competency. Including the referral of injured workers to medical practitioners.
- Complete a record in the First Aid Register of all first aid provided on a case-by-case basis.
- Monitor the contents of the first aid kit in the workgroup and replenish as required (at Scouts NSW's expense)
- Assist ill or injured workers to complete an Incident Report Form.
- Actively participate in the first aid risk assessment.
- Maintain first aid competencies.
- First Aiders whose certificates are current may advise First Aid to Scouts about first aid matters up to the level of their own qualification, and only currently approved techniques. They may not qualify Scouts to an accredited level.

Workers are required to take reasonable care of themselves and others and report injuries and illnesses.

3 Determining first aid requirements

Whenever setting up a new permanent or temporary workplace or recreational site, or when planning a recreational activity, it is essential to consider first aid requirements. This may be done by the leader in charge or site manager in consultation with others as part of the overall risk assessment. Alternatively, it may be a separate first aid risk assessment by a first aider or other competent person. All relevant aspects must be considered including:

The type of activities being carried out – for example, a hike presents different first aid risks from office work.

The nature of the hazards – for example, using paint or other chemicals during a working bee has different first aid risks from a skiing trip.

Size, location and nature of the venue – for example, a remote venue with no mobile phone reception will trigger different first aid requirements from a metropolitan venue.

The number and composition of workers or other participants –for example, running a game at a Scout Hall with youths will present different first aid risks from running a conference for senior Scout leaders.

Certain work environments have greater risks of injury and illness due to the nature of work being carried out and the nature of the hazards. The following table, from SafeWork NSW First Aid in the Workplace Code of Practice, lists some hazards that may require first aid to assist in determining first aid requirements.



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Hazard	Potential harm
Manual tasks	Overexertion can cause muscular strain
Working at height	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.
Electricity	Potential ignition source could cause injuries from fire
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations
Hazardous chemicals	Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns
Violence	Behaviours including intimidation and physical assault can cause nausea, shock and physical injuries
Biological	Infection, allergic reactions
Animals	Bites, stings, kicks, scratches

For activities that may be deemed work under the WHS Act, such as SAIT Courses, Gang Shows, performance Arts, working bees, workers must also be made aware of the names of the first aiders as part of the induction.

For major (static) Scouting events, the First Aiders names and contact details should be displayed for the duration of the activity.

State and Region Offices - Scouts NSW offices should have one first aider and one first aid kit. The names of trained first aiders should also be displayed along with relevant telephone numbers including emergency services. All workplaces must have appropriate number of first aid kits relative to the size of the site, the environment and the distance from available emergency services.

4 First aid kits

The contents of a *typical* first aid kit are given in the SafeWork NSW Code of Practice First Aid in the Workplace. However the specific first aid kit should be selected and stocked appropriate to the outcome of the first aid facilities assessment. First aid kits should:

- Be clearly visible
- Be large enough to contain all the necessary items, whilst sufficiently portable if applicable
- Be easily and quickly accessible, either directly or via an available trained first aider
- Be identified with a white cross on a green background
- be made of material that will protect the contents from dust, moisture and contamination.
- Contain a list of contents, to facilitate replenishment



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When a Scouts premises is subject to use by members of the public or the Scouting community where access to a first aid kit is NOT provided by Scouts, this must be communicated at the time of booking, so the guests are aware they must make their own first aid arrangements.

5 Other first aid equipment

Automated external defibrillators

Whilst not strictly a legislative requirement, Automated external defibrillators can reduce the risk of fatality from cardiac arrest especially where there is an elevated likelihood of cardiac arrest or where there are members of the public. For this reason, Scouts NSW activity centres which accommodate members of the public are encouraged to provide defibrillators.

Automated external defibrillators are designed to be used by trained or untrained persons. They should be located in an area that is clearly visible, accessible and not exposed to extreme temperatures. They should be clearly signed and maintained (eg battery replacement) according to the manufacturer's specifications.

First aid rooms

A first aid room should be established where feasible if it would be difficult to administer first aid without a first aid room. Examples for example at static major Scouting events. The SafeWork NSW Code of Practice First Aid in the Workplace provides guidance for setting up a first aid room.

Epipens

Epipens are considered not appropriate to include in a first aid kit. An epipen should be carried and supplied by any person who may require it. Parents/guardians of youth members with allergies should provide an **Allergy Action Plan** to the Scout Group.

Analgesics

Analgesics do not normally form part of a first aid kit. However, some of the more advanced first aid courses do enable participants to become competent in the administering of analgesics. Therefore, a suitably trained first aider may administer analgesics within their level of competency.

6 First Aid Training

First aiders must hold a current first aid certificate from a Registered Training Organisation. The following courses are available and first aiders should hold the training level commensurate with the findings of the first aid risk assessment.



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Provide First Aid provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.

Provide Advanced First Aid and Provide Advance First Aid Response – provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.

Manage First Aid Services and Resources – provides competencies required to apply advanced first aid procedures and to manage a first aid room.

Provide First Aid in Remote Situations – provides the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.

Provide Advanced Resuscitation

Provide Pain Management

Medical Professionals - Medical professionals such as doctors, nurses and paramedics are an asset to the Scouting community. However, do not assume that all medical professionals are competent to provide first aid in a recreational setting, as their profession may not be related to first aid situations. Consult with them before assigning them as a first aider, to confirm that they are competent in applying first aid.

7 Records & references

- WHS Volunteers Guide (Safe Work Australia)
- First Aid Certificates
- WHS Regulation 42, 43
- Safe Work Australia Codes of Practice “First Aid in the Workplace”
- Risk assessments

8 Associated forms

- Nil

9 Appendices

- Appendix 1- Contents of a typical first aid kit



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Appendix 1- Contents of a typical first aid kit

Reference: First Aid in the workplace code of practice (SafeWork NSW)

Item	Kit contents	Re-stock required		Quantity
	Quantity	Yes	No	
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1			
Note book and pen. Register of Injuries	1			
Resuscitation face mask or face shield	1			
Disposable nitrile examination gloves	5 pairs			
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs			
Saline (15 ml)	8			
Wound cleaning wipe (single 1% Cetrimide BP)	10			
Adhesive dressing strips – plastic or fabric (packet of 50)	1			
Splinter probes (single use, disposable)	10			
Tweezers/forceps	1			
Antiseptic liquid/spray (50 ml)	1			
Non-adherent wound dressing/pad 5 x 5 cm (small)	6			
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3			
Non-adherent wound dressing/pad 10 x 10 cm (large)	1			
Conforming cotton bandage, 5 cm width	3			
Conforming cotton bandage, 7.5 cm width	3			
Crepe bandage 10 cm (for serious bleeding and pressure application)	1			
Scissors	1			
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1			
Safety pins (packet of 6)	1			
BPC wound dressings No. 14, medium	1			
BPC wound dressings No. 15, large	1			
Dressing – Combine Pad 9 x 20 cm	1			
Plastic bags - clip seal	1			
Triangular bandage (calico or cotton minimum width 90 cm)	2			
Emergency rescue blanket (for shock or hypothermia)	1			
Eye pad (single use)	4			
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5			
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1			
Contaminate Sharps container	1			
Amputated Parts module	1			
Hot/cold packs	2			



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Appendix 1- Contents of a typical first aid kit (page 2 of 2)

Some types of workplaces may require additional items to treat specific types of injuries or illnesses.

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

Outdoor work

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:

- a heavy duty crepe bandage
- sting relief cream, gel or spray.

Remote work

The appropriate contents will vary according to the nature of the work and its associated risks. Where people work in remote locations, a first aid kit should include:

- a heavy duty crepe bandage 10 cm (for snake bites)
- large clean sheeting (for covering burns)
- thermal blanket (for treating shock)
- whistle (for attracting attention)
- torch/flashlight.

Burn injuries

If your workers are at risk of receiving burns, you should include the following items:

- burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply
- hydro gel (8 × 3.5 gram sachets)
- hydro gel dressings
- clean polythene sheets (small, medium and large)
- 7.5cm cotton conforming bandage.

Large Sites

Where the workplace is a large site, such as Campsites and Activity Centres, multiple First Aid Kits should be available across the scope of the property or should be carried in vehicles. First aid kits carried in vehicles must be stored securely so they do not become a projectile hazard in the case of sudden braking.



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