

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0405.03
Title:	First Aid	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Chief Executive Approval:	Approval Date: 25 Jan 10	Effective Date: 25 Jan 10
Previous Policy Number:	na	Review Date: as required
Contact Authority:	Director: Organisational Development	Status: Current

Purpose To ensure that appropriate first aid is provided in a prompt and safe manner to any injured person by trained first aiders and that appropriate first aid supplies are provided.

Background Otago Polytechnic is required by the Health and Safety in Employment Act to provide first aid to staff, students, visitors and contractors.

Statutory Compliance Health and Safety in Employment Act 1992 and Amendment Act 2002, associated Regulations and Amendments.

National Guidelines Code of Practice for First Aid, 2009, Department of Labour, Occupational Health and Safety.

Policy and Procedures **1. First Aid Kit Location**
First Aid kits will be located and maintained in all schools/service areas.

1.1 Heads of School/Service Managers

It is the responsibility of the Head of School/Manager to ensure that:

- a) a first aid kit and a supply of clean water is quickly accessible in the event of an emergency. This includes after hours access when work and learning are occurring.
- b) staff working in their sections are aware of the location of the First Aid Kits, refer to MP0402 Health and Safety Induction and Training.

1.2 Vehicles

All Otago Polytechnic vehicles will have a first aid kit and fire extinguisher. Staff who use the contents should notify Campus Services Department to replace the contents as soon as possible. Campus Services Department oversee the maintenance of the kits in fleet vehicles.

For those areas which have a dedicated Polytechnic vehicle, oversight and maintenance of vehicle first aid kits and extinguishers are the responsibility of the Head of School/Service Manager.

1.3 Field Trips

A mobile first aid kit is available from Campus Services via a booking system.

Schools /service areas which have frequent outings can request their own mobile kit from Campus Services.

2. First Aid Kit Contents

The standard list of supplies is found in each kit (Appendix 1). The list is also available on Insite (Human Resources/Health and Safety). Please note this is a minimum requirement and some schools/service areas may choose to add extra items (excluding medications such as paracetamol).



3. **First Aid Kit Replenishment**

- 3.1 The First Aid kits will be regularly checked by a person (usually a person trained in First Aid or a Health and Safety representative) appointed by the Head of School/Manager. He/she will replenish stock as often as appropriate in each area, using the First Aid Kit Order Form (Appendix 1) as a request to Campus Services.
- 3.2 Basic kit contents (as per Appendix 1) will be replenished free of charge to the school/service area.
- 3.3 If schools/service areas choose to add extra items then the replenishment and the cost will be a school/service area responsibility.

4. **First Aid Treatment**

- 4.1 In the event of an accident Otago Polytechnic will provide prompt and appropriate first aid to the injured person(s) by trained First Aiders.
- 4.2 Each school/service area has staff who have current training in the administration of First Aid. It is essential that workshops have coverage of a trained first aider at all times, including after hours. Names of first aiders are listed on first aid kits and orange hazard boards.
- 4.3 For emergencies, call (1) 111 for an Ambulance. Additionally, on the Dunedin Campus, after calling (1) 111 for an Ambulance, the Student Health Service provides emergency medical treatment to staff or students. A defibrillator is located at Student Health.

5. **Training**

- 5.1 The Health and Safety Advisor arranges staff First Aid training.
- 5.2 Any question relating to First Aid should be referred to the Health and Safety Advisor.

Referral Documents

First Aid Kit Stock - Order Form (Appendix 1)
Otago Polytechnic Health and Safety Policies

Delegation of Procedures

Approved by Chief Executive

Date: 25 January 2010



First Aid Kit - Order Form

Send form to Campus Services

Location of Kit: (write room and building number)

Ordered by: (write name)

Date ordered:

A new order form will be included to place back in the Kit.

ITEM	Order code	Stock level recommended	Number required
Sodium chloride 30 mls disposable vials (for wound cleaning, <u>eye wash</u> * - note expiry date)	555470	5 10	If eye hazards in the area, and in mobile kits
Combine dressing large (9x20cm)	210980	6	
Crepe bandage 7.5cm	100085	2	
Disposable gloves - large and extra large latex, unpowdered, stored in a plastic bag	300480	4	
Safety Pins	500400	6	
Tweezers	450300	1	
Scissors	451320	1	
Splinter probe (disposable – please wrap up well)	451725	5	
Triangular bandage	100860	2	
Plastic sticking plaster strips	201840	1 box	
Sterile gauze	250040	2 pkts	
Micropore paper tape (1/2 inch)	801071	1 roll	
Cosmoplast elastic (6mm)	201130	1 box	
Sterile eye pads	211760	2	
Face shield	500595	2	
Plastic bags (rubbish disposal)		2	
Disposable Ice Packs		2	
Accident & Incident Report forms		4	
Other			

* Eye wash bottles have been made redundant due to dusty containers/stale water which infects eyes – use the sterile disposable sodium chloride tubes. Gently hold the lids back and gently pour the water across the eye.

* Paracetamol and other over the counter medications are not to be kept stocked in First Aid kits.

Note:

Any additional equipment required - please discuss with the Health and Safety Advisor.

