Policy Title:	First Aid Policy
Policy Number:	16
Last Amended Date:	17/03/2025
Supersedes:	N/A
Author:	Operations Manager
Owner:	Chief Executive Officer
Endorser:	Lionheart Board
Date Endorsed:	24/03/2025
Next Review Due:	24/03/2027

INTRODUCTION

Lionheart is committed to providing a safe and healthy environment for all staff, volunteers, participants, and visitors. Ensuring appropriate first aid arrangements are in place is a critical component of maintaining workplace safety. This policy aligns with the Work Health and Safety Act 2020 (WA), the Code of Practice for First Aid in the Workplace, and guidelines provided by the Australian Charities and Not-for-profits Commission (ACNC).

PURPOSE

The purpose of this policy is to outline Lionheart's approach to ensuring the provision of first aid in compliance with legislative requirements. This includes establishing responsibilities, ensuring adequate training, and providing appropriate first aid resources to respond effectively to injuries or illnesses occurring within the organisation's operations.

DEFINITIONS

- *First Aid:* Immediate care given to an injured or ill person until professional medical treatment is available.
- *First Aid Officer:* A staff member or volunteer who holds a current first aid qualification and is responsible for first aid provision within the organisation.
- *First Aid Kit:* A stocked container with supplies to manage common injuries or illnesses in the workplace.
- *PCBU:* Person Conducting a Business or Undertaking, as defined in the Work Health and Safety Act 2020 (WA).
- *WHS:* Workplace Health and Safety.

POLICY

Lionheart is dedicated to ensuring that:

1. Sufficiently trained first aid officers are available to meet the needs of all activities and operations.
2. Appropriate first aid kits are supplied, regularly inspected, and adequately stocked.
3. First aid procedures are developed and communicated to all team members.
4. All incidents requiring first aid are appropriately documented, reported, and reviewed in alignment with *Crisis and Incident Management Policy.*
5. First aid measures align with the relevant Code of Practice and other legislative requirements.

PROCEDURE

- **Risk Assessment**
  - The Operations Manager conducts a risk assessment every three years or at the outset of any new service or activity to determine the level and type of first aid resources required based on the size, location, and nature of operations.
- **First Aid Officers**
  - Appoint and maintain enough trained first aid officers, as outlined in *Our People Policy.*
  - Ensure first aid officers complete accredited training and maintain their certification.
  - First aid officers shall participate in regular mock emergency drills to maintain readiness and effectively manage contingencies. These include CPR refresher training with integrated mock scenarios and pre-program first aid run-throughs led by the first-aid trained camp manager, ensuring comprehensive preparedness.
  - Ensure names and contact details of first aid officers are known on programs and in the office.
- **First Aid Kits**
  - Provide first aid kits that are easily accessible and appropriately stocked to meet the identified needs, according to SafeWork Australia's Code of Practice: First Aid in the Workplace.
  - The First Aid Station Map is displayed in common areas and hallways to ensure navigation during emergencies. Staff are orientation to this during their orientation and induction as well as at the start of camps.
  - Prior to each program or activity, the Camp Manager or event coordinator is to inspect all first aid kits and ensure kits are restocked as required. This is marked as complete on the program planning checklist in the Planner App, which is then saved as a PDF and archived under the program folder at the conclusion of

each program. Additionally, a First Aid Kit Inspection Log will be maintained, signed by the inspecting staff member, and submitted to the Operations Manager monthly for oversight and compliance. These records will be retained for a minimum of two years.

- Ensure kits are clearly marked and located in areas where activities are conducted.

- **Training**
  - Provide staff and volunteers with appropriate training, including first aid awareness and emergency response procedures.
  - Offer regular first aid training by third-party provider to have adequate numbers of Lionheart staff or volunteers qualified in:
    1. HLTAID011 – Provide First Aid (every 3 years)
    2. HLTAID009 – Provide Cardiopulmonary Resuscitation (annually)
  - Record and monitor all training to ensure currency and compliance on OperationsSite, with auto-mated reminder for renewal.
- **Incident Management**
  - Respond promptly to injuries or illnesses requiring first aid.
  - All first aid incidents need to be reported within 24 hours and recorded in the Incident Report Log including details of the injury, first aid administered, and any follow-up actions.
  - Any serious incidents should be escalated to the Operations Manager and reported to WorkSafe WA if necessary. A serious incident refers to any incident that requires medical attention from a health professional or requires hospitalisation.
- **Monitoring and Evaluation**
  - Regularly review first aid procedures and resources to ensure compliance and effectiveness.
  - The effectiveness of first aid procedures will be evaluated based on incident response time and feedback from participants and staff.
  - Include first aid in broader WHS audits and inspections.
- **Reporting**
  - Regular risk assessments and first aid incidents will be reported annually to the Board for review.

REVIEW

This policy will be reviewed every two years or sooner if legislative or operational changes occur. Feedback from staff, volunteers, and stakeholders will be considered to improve first aid practices.

RELATED DOCUMENTS

- Crisis & Incident Management Policy
- Risk Management Policy
- Policy & Procedures Handbook

REFERENCES

- Work Health and Safety Act 2020 (WA)
- Code of Practice: First Aid in the Workplace (Safe Work Australia)
- Australian Charities and Not-for-profits Commission (ACNC) Governance Standards
- Privacy Act 1988 (Cth)

KEY CONTACT PERSON

For further information please contact the Operations Manager by emailing enquiries@lionheartcampforkids.com.au.