

FIRST AID AND MEDICAL EMERGENCY PROCEDURE

In an emergency:

- Call the nearest trained First Aid Officer for assistance. Names of First Aid Officers should be displayed clearly in each workplace. Only First Aid Officers should provide emergency medical assistance to an injured or ill person in the workplace.
- Arrange for the injured or ill person to access medical treatment **or call an ambulance if urgent assistance is required.**

Before providing First Aid Assistance, the First Aid Officer Should:

- Check the scene for risks to your own safety and only if safe to do, remove or control these risks (e.g. shut off electricity, divert traffic)
- Render assistance to the injured person and make them comfortable

Note:

- Do not move the injured person (unless they are exposed to a life threatening situation and it is safe for you to do so)
- Only provide first aid within the limits of your knowledge
- If required, make use of protective equipment (i.e. gloves, facemasks)
- Provide details of the nearest medical centre or call an ambulance, as appropriate
- If an ambulance has been called, designate someone to meet and direct the ambulance to the location of the casualty.
- Avoid leaving the casualty unattended until emergency help arrives.
- Notify your Manager as soon as possible.

Follow Up:

- If first aid was provided to the casualty, record the details in the First Aid treatment register.