

(Insert Ministry Unit Name)

FIRST AID MANAGEMENT PROCEDURE

- First Aid Kits are located:
 - (insert location)
 - (insert location)
 - (Insert location)
- Our First Aid Officer/s are – (insert name and contact details if applicable or delete if not applicable)
- The contents of all first aid kits are reviewed annually or more frequently where required by (insert name). If a kit is used, please notify (insert name) on (insert number) so equipment can be reviewed and replaced where required.
- All lone workers are required to have ready access to a telephone/mobile phone to ensure emergency access to first aid.
- Where a First Aid Officer is nominated to the position, appropriate training is provided to maintain currency of skills.
- All workers are requested to provide specific health condition information that may require treatment in a medical emergency at the time of engagement.
- All workers are informed how to report injuries and illnesses.
- Where a worker is injured or becomes ill at work, assistance with transport is will be provided to a medical service, home or elsewhere.
- Debriefing and counselling services will be provided to support the first aider and workers after a serious incident
- All workers are provided information and training in the Emergency Response Procedure