

# First Aid Policy

## Policy

MNA staff, Sub-committee Chairs and Event Coordinators must observe their duty of care to children and adult volunteers by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

## Procedure – Issuing First Aid

1. If a child/adult has a minor injury (bruise or a wound smaller than 1cm in length), the certified first aid leader will issue first aid to the child/adult.
2. The incident will be recorded in the First Aid Register kept within the First Aid Kit. (See forms)
3. The Event Coordinator will monitor the student until they are certain they are fit to continue the event or contact the parent/carer to take them home.

## Procedure – First Aid Supplies

1. The MNA Board, and/or its Sub-committees, will ensure that it has a first aid kit onsite for events and that the consumables have not expired (Panadol). This review will take place after every event and MNA Board or the Sub-committee be advised by the event coordinator if more supplies are necessary.
2. The responsibility to check the First Aid Kit is suitable for an event is the Coordinator of the event.

## Procedure – First Aid Area

1. The designated first aid area is established and communicated to everyone at an event.
2. The First Aid Kit is kept in this area
3. A designed staff member or volunteer or Sub-committee member with First Aid qualifications will monitor this area and the persons needing care.
4. A first aid register which outlines the date, incident and response that is within the kit must be completed for every treatment.
5. Safe storage and removal of syringes needs to be a priority of the designated First Aid Person.

## Procedure – First Aid Certification

1. One person will be designated as the first aid provider for every event of MNA or its sub-committees. The first aid provider/s must have a current first aid qualification. The Event Coordinator must identify the First Aid Officer on its application to host an event (See MNA Documents) and their certification number.

## Procedure – Managing blood spills

1. In the event of a blood spill, the certified first aid responder will put on gloves and clean the area with anti-bacterial cleaning solution. The gloves are to be disposed after cleaning.

**Procedure – Managing syringe disposal**

1. Diabetic children and adults requiring injections are to manage their injections as per their own health plan.
2. Other children and adults who require intravenous injections are to do so under supervision of the first aid officer for the event.
3. The syringe is to be disposed in a sharps disposal safe container.

**Procedure – Managing Infectious Diseases**

1. The first aid officer will determine if a child or adult requires the advice of a medical professional.
2. The parent of the child is required to be contacted to take their child for medical advice and treatment.
3. In the event that a child or adult is diagnosed with an infectious disease, the person is not to return to the event until they are no longer infectious.

**Versi  
on 1.0**

**Review**

Jan 2018 or as required