

Document title:		First Aid Policy
Approving authority:		Board of Directors
Related policies:		Risk Management Policy Work Health and Safety (WHS) Policy Student Health and Safety Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this First Aid Policy is to ensure that all staff and students of ITAC receive prompt and effective first aid treatment in case of any injury or illness while on ITAC premises or during ITAC-related activities.

2. Scope

This policy applies to all staff and students of ITAC, including full-time, part-time, casual, temporary, and contract staff.

3. Policy Statement

ITAC is committed to providing a safe and healthy environment for all staff and students. Therefore, all staff and students are encouraged to report any injury or illness promptly to the designated first aid officer.

4. First Aid Resources

- ITAC offices will have a commercial-grade defibrillator machine that is properly maintained and available.
- A designated first aid officer will be responsible for ensuring that first aid supplies are adequately stocked and maintained.
- ITAC will provide first aid training to selected staff members to ensure that they are capable of providing first aid treatment in case of an emergency.

5. Drug Administration

- Staff and students should not provide any drugs to other individuals, including mild pain medication.
- All staff and students are advised to seek professional treatment if they require medication for any medical condition.

6. Reporting and Incident Management

- All incidents requiring first aid treatment must be reported immediately to the designated first aid officer.
- The first aid officer will document the incident, including details of the injury or illness, treatment provided, and any follow-up required.
- All first aid incidents will be reviewed regularly to identify any patterns or trends that require attention.

7. Responsibilities

- All staff and students are responsible for complying with this policy and promoting a safe and healthy environment at ITAC.
- Managers are responsible for ensuring that employees are aware of and comply with this policy.
- The designated first aid officer is responsible for ensuring that first aid supplies are adequately stocked, and staff are trained in first aid treatment.

8. Compliance

All staff and students are required to comply with this policy at all times.
