

Roles & Functions

Schools/ Branches are to identify the first aid needs in their areas including appointing and training of designated first aiders and number, type and location of first aid kits required.

On completion of training a designated first aider form (Available from www.adelaide.edu.au/hr/ohs/pol_plan_toolbox) should be completed and sent, together with a copy of the first aid certificate to the OHS Unit.

Functions of Designated First Aiders are:

- Be conversant and comply with the University's First Aid Policy and Guidelines. (URL:http://www.adelaide.edu.au/hr/ohs/pol_plan_toolbox)
- To ensure staff are aware of the next available first aid officer in their absence.
- To locate first aid kits in a suitable location for easy and quick access for staff and students
- Maintain the first aid kits located in your area and do a monthly check of the contents, also to recommend to the Head of School any additional requirements.
- Record all treatments in a first aid register and maintain confidentiality as required by law in accordance with the University first aid guidelines.
- Participate as an active member of any emergency team if requested.
- Ensure that staff and students are aware that Security personnel are qualified first aiders.
- Ensure an Incident/Near Miss reporting form (Yellow Card) is available to be completed by any person they treat.