



March 2024

Information Sheet - First Aid on Campus

The University is committed to providing a safe workplace for staff, students, contractors, and visitors. If you need first aid help, the University has trained first aid officers who can assist you with your general first aid needs, if they are unable to assist you, they will call for support.

**IN THE EVENT OF A TIME CRITICAL OR LIFE THREATING EMERGENCY
CALL 000 (TRIPLE ZERO)**



First Aid Officers (FAO) have the responsibility to administer emergency assistance to any person with any injury or illness and report all first aid treatments via the [incident report form](#).

Workplace first aid does not include providing tablets or medicines to treat illness however FAO can assist the casualty to take their own medication, provided they are responsive and can identify the medication properly.

A list of the current First Aid Officers on each campus can be found [here](#)

Serious illness/injury requiring emergency treatment

If you can't treat the injury/illness as a first aider, call 000 and they will [triage the patient](#).

Depending on the situation, you may need an ambulance to transport the patient to an emergency department for further assessment/treatment.

- DO NOT transfer the ill or injured person to hospital by taxi or in a staff member's car under any circumstances, as the patient may deteriorate on the way to hospital and require further interventions by clinical persons.
- If an ambulance is required for a patient, immediately report the details to safety@nd.edu.au
- If the patient remains unwell but refuses the ambulance transport, you should explain the risks of refusing medical treatment and offer to call a family member or friend to collect them from campus.
- Costs for ambulance transfer will be borne by the employee, student or visitor.

First Aid equipment

First aid kits are located in each university building and are clearly visible and accessible. First Aid Officers have the responsibility to ensure the kits are clean, tidy, and sufficiently stocked.

Medicines such as paracetamol and EpiPens **are not to be kept in first aid kits** due to their potential to cause adverse health effects in some people. Staff and students requiring prescribed and over-the-counter medications are to carry their own medication for their personal use as necessary. Those who are medically required to carry their own EpiPens are expected to do so while on campus, in addition to having a personal anaphylaxis management plan in place with their Supervisor.



Defibrillators (AED's)

Are located across all campuses. No training is required to use an AED as the machine provides clear instructions to users.

Please familiarise yourself with the location of the nearest AED in your area and notify the HSW team immediately if:

- The flashing light on the AED has stopped or turned red
- There is an audible beep coming from the unit
- The AED or cabinet is damaged
- The AED is missing

Other First Aid equipment

Emergency eye wash equipment and showers are provided in the workplace where there is a risk of exposure to hazardous chemicals resulting in skin absorption or contamination from infectious substances or serious burns to a large area of the face or body.



SAFETY@ND

CRICOS Provider: 01032F

First Aid Rooms

First aid rooms are located at:

- Fremantle ND6, Student Recreation Hall.
- Sydney Broadway NDS9, Ground Floor
- Sydney Darlinghurst NDS11, room 109

Mental Health First Aid

Mental health first aid is the help you give to someone who is developing a mental health problem, experiencing a relapse, or in a mental health crisis. It is similar to physical first aid for injuries and illnesses, but it is specific to mental health problems.

Encouraging early help-seeking is one way to create a supportive and inclusive work environment, and this is where mental health first aid can help. Mental health first aid officers can provide support to employees who are experiencing mental health problems, and they can also help to create a more supportive and inclusive workplace.

Knowing who your mental health first aid officers are and how they can support your work area is key. One in five Australian adults experiences a mental health problem, so early intervention can help to prevent mental health problems from worsening and can lead to better long-term outcomes.

Contact a [MHFA Officer](#) on your campus today.

Reporting incidents

If treatment is given, the first aider has a responsibility to report all injuries and illnesses to safety@nd.edu.au using the [Incident Injury Report Form](#)

Campus Security officers

Are trained in first aid and able to assist you.

- Fremantle: 0438 923 955
- Sydney Darlinghurst: 0406 318 213
- Sydney Broadway: 0403 458 011
- Broome: 0475 985 197

Other Resources:

Factsheet: St John [Ambulance Activation Plan](#)

Action Plan: [Post-Accident Exposure to Blood and Other Products](#)

Factsheet: [First Aid Equipment - Defibrillator Inspection](#)

Factsheet: [Mental Health Contact List](#)

Mental Health First Aid ACTION PLAN



Approach, assess and assist with any crisis

Listen non-judgmentally

Give support and information

Encourage appropriate professional help

Encourage other supports