



First Aid Policy

Last Updated: 18 March 2024



Purpose

This policy sets out Think Pacific's approach to First Aid provision. It explains how Think Pacific, as a volunteer organisation and employer, will manage first aid throughout our operations and organisation, especially in remote locations of our project settings. It clearly states who does what, when and how. Think Pacific shares this policy, and any changes to it, with all employees, volunteers and partners.

Policy Statement

Our aim is to meet the guidance of The Health & Safety (First-Aid) Regulations 1981 and provide adequate first aid equipment, facilities and personnel to deal with ill health and injuries to participants, volunteers, staff, visitors and contractors on Think Pacific projects and programmes.

1. Emergency Situations

1.1 All staff are instructed that if there is any doubt as to the severity or extent of any injury, then for professional medical help to be sought in the first instance.

1.2 If a life threatening illness occurs, the first response is to contact Fiji emergency services on **911** for ambulance support or helicopter med-vac is required.

1.3 Alternatively, or if advised by emergency services, arranging transfer to the nearest village medical centre or hospital

2. First Aid Personnel

All expedition leaders are required to have undertaken first aid training to provide a basic, minimum level of competence. Each project (maximum 24 volunteers) has a minimum of 2 leaders. There are fully stocked first aid bags on site at each expedition and these are replenished as needed during the project. Senior staff including Project Managers, Project Co-Ordinators and Field Coordinators are also trained in Fiji Aid.

3. First Aid Training

3.1 Think Pacific provides senior staff with sufficient training, information and support to undertake their responsibilities.

3.2 All Expedition Leaders are required to hold a valid first aid certification before commencing their role. Advice is given on recommended courses delivered by St John's Ambulance and Red Cross.

3.3 All first aid training is updated every three years. First Aid Provision is overseen by the Head of Health and Safety. It is their responsibility to:

- Organise training of Fiji from an approved course provider.
- Organise refresher training for staff when required
- Hold records for first aid personnel
- Ensure first aid resources are available for every project and department
- Consider first aid provision when undertaking risk assessments

3.4 Informal briefings and policy reminders are given to all staff at the beginning of each project for leaders.

3.5 First Aid is built into training and preparation for senior management at the beginning of each season. season every academic year.

3.6 Information on first aid provision is included in the Health and Safety Booklet given to all staff.

4. Record Keeping

It is the responsibility of the expedition leader to keep detailed records of illnesses, accidents and injuries, together with an account of any first aid treatments, non-prescription medicine and treatments given to a volunteer or a member of staff during the project. This is in addition to the accident forms that are required to be completed.

5. First Aid Equipment

5.1 All First Aiders and any member of staff should have access to first aid equipment which is provided at the project site.

5.2 The Project Manager shall ensure each project has a fully stocked first aid bag prior to project commencing.

5.3 Leaders shall check the contents on a regular basis and ensure any deficiencies are made good without delay.

5.4 Personal prescribed Medicines and tablets MUST NOT be kept in the First Aid Box, but kept with the individual.

6. Reporting of Accidents

6.1 Reports of all accidents must be made. A record must be made of each occasion any volunteer or member of staff receives first aid treatment using Think Pacific's accident form 'REPORT OF AN ACCIDENT OR NEAR MISS' (form available within expedition leaders pack, and within the staff internet drive). This report will be used by Think Pacific to help identify trends and possible areas for improvement in the control of health and safety risks.

6.2 The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported to the Health & Safety Executive.

7. Pre-existing conditions

7.1 The identification and treatment of volunteers with particular medical conditions (e.g. asthma, epilepsy, diabetes)

7.2 Where a volunteer is known to have a chronic medical condition, the UK Project Manager will:

- a) Ask for further information as needed at the time of conditions being known.
- b) Ask for the volunteer to provide a doctor's note, where condition is ongoing or volunteer has been hospitalized within 6 months.
- c) Highlight conditions on the health section of the pre-departure form and if required, complete a Health Plan Document, detailing the usual course of events in a crisis, along with the detailed course of action and treatment to be taken should such a crisis occur.



- d) A copy of the pre-departure form and health care plans are held with the Leaders during project and copies are also held online in the Drive under the relevant project folder.
- e) Where mental concerns are disclosed, UK Project Coordinator is to follow mental health policy and have mental health support form completed.

7.3 Leaders and staff are informed in advance of all volunteers with 'need to know' medical conditions in order that they can familiarise themselves with the relevant health care plans for those volunteers in their care.

7.4 Volunteers who need to carry essential medication for self-administration such as inhalers, Epi-pens, insulin, etc, are required to advise Think Pacific UK in advance and information is added to project documents held by Expedition Leaders.