



## FIRST AID POLICY

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### 1. Purpose

To ensure that a minimum of 5% of employees are trained in First Aid annually, and that an adequate number of effective and trained First Aiders are available to assist in emergency situations.

### 2. Scope

This standard applies to all University of Cape Town buildings and staff and students working in training hospitals.

### 3. References

Occupational Health and safety Act 85/1993  
Basic Conditions of Employment Section 13.9  
COID Act.  
UCT Needle stick policy  
HIV/Aids Policy

### 4. Definitions

#### 4.1. First Aider

Possession of a current certificate of competency in first aid issued by a person/organization approved by the Chief inspector, Dept of Labour.

### 5. Requirements

#### 5.1. RESPONSIBILITIES

- 5.1.1. It is the responsibility of the First Aid & Fire Prevention's Officer to arrange and Co-ordinate First Aid and refresher training in liaison with the Health and Safety manager.
- 5.1.2. It is the responsibility of the Department Heads to ensure that employees are trained in terms of the legal requirements i.e. 5% trained per annum.
- 5.1.3. The Department Heads are responsible for the replenishing of all First Aid kits.

#### 5.2. IMPLEMENTATION

- 5.2.1. In liaison with the First Aid Training Co-ordinator, a training needs analysis will be done and scheduled training will be worked out as per requirements. Only Department of Labour approved organizations shall be utilized for training or those specified in the legislation.
- 5.2.2. All security and emergency/fire team members shall be in possession of a valid First Aid certificate.
- 5.2.3. A minimum of 5% of employees will be trained or retrained in First Aid every year.
- 5.2.4. The First Aider Co-ordinator in the building will conduct quarterly audits to make sure that all first aid boxes comply with legislated requirements. A copy of this audit will be forwarded to the First Aid and Fire Prevention's Officer.

#### 5.3. FIRST AIDER

- 5.3.1. The names of First Aiders appointed for a specific area will be clearly indicated at the first aid box.
- 5.3.2. Trained First Aiders from Security and Traffic departments must be available on each shift.



#### 5.4. DEMARCATION

The location of First Aid boxes should be clearly indicated by symbolic signs and be accessible at all times.

#### 5.5. INCENTIVES

5.5.1. The First Aiders will receive a First Aid certificate that is valid for three years, a copy will be kept on file by the Health and Safety department.

#### 5.6. MINIMUM REQUIREMENTS FOR A FIRST AID KIT

*As per General Safety Regulations of the OHS Act 85 of 1993*

- Item 1: Wound cleaner/ antiseptic (100ml)
- Item 2: Swabs for cleaning wounds
- Item 3: Cotton wool for padding
- Item 4: Sterile gauze (minimum quantity 10)
- Item 5: x1 Pair of forceps (for splinters)
- Item 6: x1 Pair of scissors (minimum 100mm)
- Item 7: x1 Set of safety pins
- Item 8: x4 triangular bandages
- Item 9: x4 Roller bandages (75mm X 5m)
- Item 10: x4 Roller bandages (100mm X 5m)
- Item 11: x1 Roll of elastic adhesive (25mm X 3m)
- Item 12: x1 Non- allergenic adhesive strip (25mm X 3m)
- Item 13: x1 Packet of adhesive dressing strip (minimum quantities, 10 assorted sizes)
- Item 14: x4 First aid dressings (75mm X 100mm)
- Item 15: x4 First aid dressings (150mm X 200mm)
- Item 16: x2 Straight splints
- Item 17: x2 pair's large and 2 pair's medium disposable gloves
- Item 18: x2 CPR mouthpieces or similar devices.
- Item 19: x1 Plastic bag (Red hazardous waste bag).

In offices, the quantities stated under items 1, 8, 9, 10, 14, 15, 17, and 18 may be reduced by half. In larger areas the quantity will increase. Areas such as laboratories require additional items to those listed above. The University's Occ. Health Nurse Practitioner should clear any items motivated by your area Risk Assessment.

### *Universal Precautions*

Universal blood precautions are designed to protect persons from being exposed to HIV and other infective agents, which may be present in blood.

#### *IMPORTANT*

- Handle all persons as if they are HIV positive.
- Adequate precautions must be taken to avoid direct contact with blood or body fluids from any person.

#### *PROCEDURE*

1. Wear gloves in the following situations:
2. When touching blood and body fluids, mucous membranes or person with broken skin.
3. When handling items or surfaces soiled with blood or body fluids.
4. Change gloves after contact with each person.
5. Wash your hands and other skin surfaces immediately and thoroughly if they become contaminated with blood or body fluids, wash with soap and water.
6. Wash your hands immediately after using gloves.
7. Place all blood and body fluid specimens in sturdy, leak proof containers with a secure lid. Avoid contaminating the outside of the container - if contaminated clean with bleach.

#### *BLOOD SPILLS*

- Always wear Disposable Gloves.
- Wipe the area using paper towel and remove as much blood as possible. Discard the paper towel into a Red Hazardous Waste plastic bag. Wipe the area with bleach solution if available.