

Emergency Response Procedure – Code Blue

First Aid Procedure

Check for Danger	<p>Ensure the area is safe for yourself, others and the patient before attending.</p> <p>Do not enter areas where there may be a toxic or oxygen deficient atmosphere.</p> <p>Check for electrical risks and disconnect power if necessary.</p> <p>If a person is trapped in machinery, stop machinery using emergency stop. Do not attempt to release the trapped person if injured.</p> <p>Only move a seriously injured person if there is immediate danger.</p> <p>Keep uninvolved people away from the scene.</p>
Check for Response	<p>Check for response – ask their name. If no response try squeezing their shoulders gently.</p>
Send for help	<p>Contact Reception on 8627 3000 to request a First Aider (or ask someone else to do this). Outside normal working hours call Security.</p> <p>If a person is seriously ill or injured, request an Ambulance by calling 000.</p> <p style="padding-left: 20px;">Provide the following detail as requested:</p> <ul style="list-style-type: none"> • Address: 176 Hawkesbury Road, Westmead, NSW • Nearest cross street: Jessie Street • Your floor / location • Details of the injury or symptoms of illness • Your name and contact number <p>Inform Reception an ambulance has been called and/or send someone to wait for the ambulance.</p> <p>If an ambulance is called contact the person’s Emergency Contact or preferred contact, if consented. Ask HR or the person’s Supervisor to do this if the patient cannot.</p> <p>Note: if an ambulance is not required, arrange for the patient to be collected by a family member or friend if they are not able to go back to work or travel as normal.</p>
If person is responsive	<p>Make the patient comfortable, apply first aid as appropriate and in accordance with your level of training. Ask permission before touching the patient and provide reassurance.</p> <p>Stay with the person or ask someone else to.</p>
If person is non-responsive	<p>Apply first aid as appropriate and in accordance with your level of training:</p> <p>A – Check airway is clear. If foreign material is present, place in recovery position and clear airway with fingers.</p> <p>B – Check breathing – look, listen, feel.</p> <p style="padding-left: 20px;">If normal breathing: Place in recovery position and monitor. Apply first aid for other serious injuries if possible.</p> <p>C – If breathing is not normal start Cardio Pulmonary Resuscitation (CPR): repeat 30 chest compressions followed by 2 breaths. Continue until help arrives or patient recovers.</p> <p>D – Apply Automated External Defibrillator (AED) and follow voice prompts, continuing CPR as advised. Note: AEDs can be used by untrained persons if required – they will</p>

	<p>not provide a shock if a normal heart rhythm is detected. The AED talks you through the process and gives directions on what to do and when.</p> <p>Wait with the patient until the Ambulance arrives. Provide details to the ambulance officer.</p>
Reception or Security (out of hours)	<p><u>If a request is made for a first aider:</u></p> <p>Ask the caller:</p> <ul style="list-style-type: none"> What is their name? What has happened? What is their exact location? Has an ambulance been called? Is the person unconscious or not breathing? <p>Check the first aider contact list. Inform the caller who are the first aider/s for the floor.</p> <p>Contact the first aider on the floor. If the person is not available select another person from the list. Continue until an available first aider is found.</p> <p>Tell the first aider what you know and the exact location.</p> <p>Confirm that the first aider knows the location and will respond immediately.</p> <p>If an ambulance has been called, make preparations to direct them to the location.</p>
First Aider	<p><u>If request is made for a first aider:</u></p> <p>Find out what you can and the location.</p> <p>Take a first aid kit to the location. If a person is unconscious or not breathing, also take an Automated External Defibrillator (or ask someone else to bring one).</p> <p>Provide first aid in accordance with your training. Do not put yourself in danger.</p> <p>Complete a first aid treatment form and provide to the WHS Manager. Note: all personal and health information is to be treated as confidential.</p> <p>Replenish first aid kit supplies as needed.</p>
Report	<p>Advise the person's supervisor.</p> <p>Life-threatening injuries or fatalities that are work related must be immediately reported to SafeWork NSW on 13 51 00. This should be done by the WHS Manager or a Senior Manager if at all possible. The scene must be preserved until the authorities have visited or provided clearance. Do not clean up until authorised to do so.</p> <p>The person or their supervisor must complete an Incident Report Form for any work related injury or illness as soon as possible.</p>