

First Aid Policy

Introduction

Physical and Mental Health First Aid are important aspects of Work Health and Safety and Gran's Van is committed to providing an appropriate level of support for staff and clients. Consideration has been given to the mobile nature of the services provided and the rotation of staff, especially volunteers.

In this policy the term "staff" is intended to describe both employees and volunteers

Definitions

Physical First Aid	the provision of emergency treatment for any person suffering from a physical injury or illness.
Mental Health First Aid	the provision of support for any person experiencing a mental health problem or crisis.
First Aid	this more generic term refers to either physical or mental health first aid.
Training	refers to accredited training programs for either First Aid or Mental Health First Aid.

Policy

Gran's Van will endeavour to provide adequate treatment and facilities in the event of a person sustaining a workplace injury or illness, either physical or mental.

First aid is only to be administered by individuals who have undertaken appropriate training and who have a current First Aid or Mental Health First Aid certification. Where an injury, illness or mental health concern is serious and requires further attention, staff should call for an ambulance to assist and/or transport the person to hospital.

In the instance of any person requiring first aid where no suitably trained person is present, staff should immediately call the ambulance service for assistance and follow any guidance provided by them.

Gran's Van will actively work with staff to identify causes and risks of injury, illness and mental health problems associated with working within the organisation. Where possible, hazards will be removed or minimised and appropriate training and instructions given.

First aid facilities will be provided and maintained by the organisation, consisting of no less than a First Aid kit in all vehicles owned and operated by the organisation.

Counselling

Gran's Van recognises interaction with clients may cause concern for some staff and commits to providing appropriate mental health support. It is recommended that staff discuss any immediate concerns with one another and report any serious issues to the coordinator or a board member.

Where a staff member suffers lasting mental health affects related to their work with the organisation, including interactions with clients and other staff members, Gran's Van will assist the person to access appropriate support or counselling services.

Reporting

All incidents where first aid has been provided or an ambulance has been called, must be recorded in accordance with the Injury and Incidents Policy and Procedure

Training

From time to time, Gran’s Van will provide first aid training to selected staff, as considered appropriate.

Related Policy Documents

- Client Interaction Policy
- Critical Incidents Policy
- Health Policy
- Injury and Incidents Policy
- Injury and Incidents Procedure
- Volunteer Training Policy
- Work Health and Safety Policy

Version	2.0	Adopted	22/ 01 / 2025	Review	January 2026
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