

Greystone Institute Medical Emergency Plan

Greystone Institute has a medical emergency plan that outlines the procedures for responding to incidents of emergency illness or injury in the workplace. This plan is communicated to all Greystone Institute Staff during induction and in the Staff Policy Manual.

Purpose and Scope

The Greystone Institute Medical Emergency Plan:

- is designed for Greystone Institute employees, students and visitors who may require unplanned emergency medical assistance in the ILSC Australian workplace.
- meets the standards required of an employer to provide first aid in the workplace.
For more detailed information, refer to:
<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/emergency-plans-fact-sheet>.
- requires Greystone Institute to maintain accurate records of injuries sustained in the workplace and to report workplace injuries to Work Cover Australia.

Medical Emergency Plan

Standard Procedure:

1. One person stays with the sick or injured person.
2. Another person is sent to get the First Aid Attendant immediately.
3. Once the First Aid Attendant arrives, s/he takes responsibility for any First Aid decisions until responsibility is passed to a person with a higher level of medical certification (e.g. doctor, ambulance paramedic, nurse).
4. If a First Aid Attendant cannot be located, then the person waiting with the sick or injured person has the authority to call 000 and request an ambulance.
5. Lastly, all persons involved in the situation must write a report of the medical incident detailing as much information as possible about the incident (time, date, sick/injured person, witnesses and First Aiders involved, action taken, and outcome). This report should then be submitted to the Dean. The Dean will also submit Work Cover reports as required.
6. The attending First Aider will submit a Medical Incident Report to the Dean, indicating the time, date and circumstances that 000 was called.



First Aid Attendant Unavailable

1. If a First Aid Attendant cannot be located, then the ILSC Australia Receptionist or other ILSC Australia employee has the authority to call 000 immediately and request an ambulance.
2. The attending ILSC Australia employee will submit a Medical Incident Report to the Dean indicating the time, date and circumstances that 000 was called.
3. The Dean will further investigate why a First Aid Attendant was not available and will submit a report to the President.

Unreported or unaided workplace injuries.

1. If you were injured at work, but did not require or use a First Aid attendant, please be sure to report your injury directly to the Dean.

IMPORTANT

No one has the authority to overrule the sick or injured person's decision to seek medical attention or treatment of their choice.

Medication must **never** be given to any staff, student or visitor. Medication includes analgesics, prescription and over-the-counter medications including the sick or injured person's own medication.