



TOTAL MARTIAL ARTS CENTRE

FIRST AID POLICY

The Total Martial Arts Centre acknowledges its responsibility and is committed to providing first aid facilities and services for staff, students and visitors as required under relevant Workplace, Health and Safety Acts and Regulations.

The instructor in any class must be a currently qualified first aider.

First Aid Kits

There is one large first aid kit mounted on the wall nearest the front door. There is a large green first aid sign located above the cupboard.

There is a portable first aid kit located in the white cupboard (next to the sink) of the small dojo. This is in a clearly marked red carry bag.

For the treatment of heat related illness there are re-usable frozen cold packs in the drink cabinet.

First Aid Kit Procedures

All First Aid kits are to be checked monthly by Enrolment Manager and checked off against the checklist in the First Aid Kit.

Requirements are to be notified to the Administration Manager who will requisition the supplies to replenish the kits.

A central first aid register will be maintained and completion shall be the responsibility of the person who has been nominated to have responsibility for the kit.

The register must have non-removable pages with the following headings:

- date;
- printed name of person receiving treatment
- signature of person receiving treatment
- date & time of injury;
- date & time reported;
- type of injury;
- management of treatment;
- referred to;
- printed name of First Aider;
- signature of First Aider.

All records must be retained for at least 3 years.

Professional Indemnity

TMAC staff must only provide first aid to a level that is consistent with their training, competence and experience.

The Total Martial Arts Centre has professional indemnity insurance for its staff. In respect to first aiders and only in general terms, this covers staff for loss or injury to other people that may result from any acts or omissions that occur in the course of their work and for which they may be found liable. The question of liability would be assessed on a 'case by case' basis and would be subject to legal interpretation