



# U3A PINE RIVERS INC.

ABN 68 518 990 950  
Inc. No. IA 13638



## University of the Third Age

*"Learning for Leisure and Pleasure for Seniors"*

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### **U3A Pine Rivers – First Aid Policy – V3.1**

Any accident/incident that happens should be recorded on an 'Incident Report Form' which the Tutor can copy and send to Administration at the U3A Centre. There may be no further action but if an insurance claim is put in, they will need the reference of the Incident Report.

Few of our Tutors are qualified First Aiders but this is not a requirement for Tutors but Tutors do have a duty of care. All Halls where we have a cupboard, we have a First Aid Kit. Other classes, outside of the U3A Centre, Kings Cottage, Calala Drive Hall and Ferny District Fishing Club will require a kit being held by the Tutor, to take to classes. Classes in private homes can ask for assistance with band aids, pads and bandages if a need arises. We only provide FIRST AID.

A First Aid emergency that you must deal with is when a person collapses and is not breathing or is unconscious, is badly burned or is losing a lot of blood. Firstly Ring 000. They will advise you on actions to take. This will cover CPR, dousing a burn in cold water or applying pressure with a pad and bandage to stop bleeding. Items such as tweezers and disinfectant have been removed from the First Aid Kits as this is not First Aid. On no account, supply any medication except that which belong to the student and 000 responder tells you to use it.

Hopefully your main problem will be providing band aids for minor cuts but following the policy guidelines will assist you in an emergency.

Members suffering a cold or flu or any infectious disease are asked not to attend classes etc. until they are well again to prevent passing on infections to our vulnerable members.