

Woodcraft Manningham – Safe Work Procedure

35 MANAGEMENT OF INCIDENTS REQUIRING MEDICAL ATTENTION

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PURPOSE

The purpose of the procedure is to provide guidelines to club leaders and members when dealing with incidents where people need medical attention.

IN A MEDICAL EMERGENCY

Follow the steps shown on page 2.

LEADER'S ACTIONS

If an incident that requires medical treatment occurs, the following steps are recommended:

1. The group leader should, in consultation with the injured member where possible, or with trained medical and/or first aid people if available, organise the member's medical treatment. The options include:
 - Use the club first aid kit for minor issues.
 - Where the member needs off site for medical treatment, the response depends on an assessment of the severity of the situation. Options include:
 - call the member's spouse to pick up the member and deal with the issue,
 - organise transport to the local doctor or
 - call an ambulance
2. When off site medical treatment is sort, the group leader shall inform the club president of the situation immediately after the attending to the member's medical treatment needs.
3. The group leader shall fill in the details in the incident book.
4. The club president shall;
 - Follow up the incident with the member and their family as appropriate.
 - If the issue is safety related, inform the chairman of the safety committee.

WHAT TO DO IN A MEDICAL EMERGENCY

- 1. Do not panic.**
- 2. Check for dangers to helper, others, and victim.**
- 3. If you feel confident, apply first aid.**
- 4. First aid kit and first aid handbook are on the tool shelf.**
- 5. If necessary, call an ambulance on 000. ALWAYS ERR ON THE SIDE OF CAUTION**
- 6. Give location as:**

Woodcraft Manningham

Old School Building

Manningham – Templestowe Leisure Centre - corner

Anderson and Parker Streets, Lower Templestowe - Melway ref E5

Nearest cross street is Anderson St.

Telephone number is: 9846 8148

- 7. There are two local medical practices at Templestowe.**

Templestowe District

Medical Centre

40 Anderson Street

Templestowe

Telephone 9846 4000

Doncaster Templestowe

Medical Centre

60 Anderson St

Templestowe

Telephone 9846 1271

- 8. Check for response from patient.**
- 9. Make sure the airway is clear, checking the mouth and throat for foreign material and that tongue has not fallen back and blocked the airway.
Check pulse. If necessary start CPR.**
- 10. Most bleeding can be stopped with pressure and elevation of the injured part.**