Recording First Aid

**Record keeping**

* In accordance with the *First Aid in the Workplace Code of Practice 2014*, a record of any first aid treatment given is to be kept by the first aid officer and reported to managers on a regular basis to assist reviewing first aid arrangements.
* First aid treatment records are subject to requirements under Health Records legislation.
* First aid officers are to use the most appropriate record keeping system that has been established for their workplace.
* Workplaces can use a first aid register that meets their location’s requirements(e.g. First Aid Register sample below. This provides an acceptable first aid register for these purposes.

**Student first aid records**

* [MyHR WHS Student First Aid Module](https://myhr-whs.deta.qld.gov.au/CINTELLATE/jsf/main.jsp) *“Add New Student First Aid”* can be used to capture first aid resulting from a workplace hazard.
* A First Aid Register (exercise book or similar format), laid out as per the *“Sample First Aid Register”* (below) can be used for first aid resulting from a non-work related and/or a medical condition or for locations such as Early Childhood Education Centres that do not have access to MyHR WHS.
* Communicating with parents about first aid rendered to their child is a school based management process. Complete a record of contact in OneSchool.

**Staff first aid records**

* [MyHR WHS Incident Module](https://myhr-whs.deta.qld.gov.au/CINTELLATE/jsf/main.jsp) *“Add New Incident”* can be used for recording first aid resulting from a workplace hazard.
* First Aid Register (exercise book or similar format) as per the *“Sample First Aid Register”* (below) can be used for capturing first aid resulting from a non-work related and/or a medical condition.

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**Sample First Aid Register**

First Aid Register

Location: …………………………………………………………………………………….……………………………..

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Name of Injured person** | **Why presented for first aid?** | **First aid administered** | **Outcome** **e.g.** * **sent home**
* **returned to class**
* **ambulance**
 | **Name of first aid officer** | **Signature of first aid officer** |
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