

	ONE2ONE POLICY			
	Title	First Aid	Policy No	43
	Indicator	CM3 – Provisions of Support	Review Date	21/04/2021

1. PURPOSE AND SCOPE

This policy establishes the process for the requirement of First Aid Certification at One2One; the renewal of certification and payment processes. The aim is to ensure that One2One employees are competent to fulfil their role in the capacity as a First Aider, as required, during their employment. The policy applies to all employees, Homesharers and Coresidents supporting One2One consumers.

It is the responsibility of Management to ensure this policy is adopted and implemented. This policy has been framed around the NDIS Practice Standards and applies to all One2One's supports and services.

2. POLICY STATEMENT

One2One managers and supervisors are responsible for ensuring that First Aid certification is requested as a requirement for relevant positions when they are advertised. Should a prospective new employee to One2One have a current First Aid certificate then a copy will be taken and placed on file.

A new employee without certification will be required to gain their First Aid qualification within the first three months of employment. First Aid is a prerequisite to employment and all new employees are required to acquire it at their own cost. If there are any circumstances preventing employees and volunteers from acquiring first aid, they must be directed to consult HR.

The provider of the First Aid course is optional; however, it must be an accredited company and the course must meet national standards for RTO's and must be a recognised national qualification i.e., HLTAID003/HLTAID011 and must be completed in the employee's own time.

If One2One pays for the course due to an employee or volunteer facing financial hardship, the employee must reimburse the cost of the course within an agreed time frame. Should an employee exit the business prior to repaying the full amount of the course, the total amount of the balance for the First Aid course will be deducted from their final pay.

Renewal of First Aid

Renewals of First Aid certification will be provided at the expense of One2One, and training will be held either at One2One Head Office or at a reputable provider of the employee or volunteer's choice. Managers, supervisors, and employees of One2One will be advised one month prior to the course date so working arrangements can be made for cover if required.

Failure to attend refresher first aid training which is listed as a critical training requirement will be managed in accordance with One2One's Training and Competency Policy, which may result in warnings and suspension until training is attended.

Allowances associated with maintaining current First Aid training are referred to in each employees individual employment agreement.

3. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One