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| Annual Report  |
| First Aid Sector |
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# Reference

The *Non-Emergency Patient Transport and First Aid Services Act 2003*, (The Act) Section 62A.

The Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021, Regulation 29.

# Background

The Act requires first aid services to submit an annual report on the operation of the services provided under the licence in the previous financial year. This guidance sheet outlines the information to be included in the annual report.

# Annual Report

An annual report must be submitted to the Department of Health (the department) within two months post the end of the financial year. First Aid Services are expected to establish systems to accurately record and report on annual report information.

The annual report is to include information from the previous financial year in relation to:

* the number of events attended by the first aid service, including:
	+ the number of days attended or days on site for each event
	+ level of service provided at each event (basic, intermediate, or advanced first aid)
* estimated number of competitors or participants at events attended
* estimated number of people attending events attended
* workforce statistics
	+ the number of employees in each clinical grade (e.g. FR1, FR2, FR3, registered nurse, paramedic)
* critical incidents
	+ the total number of sentinel events
	+ the total number of adverse patient safety events
* health service integration
	+ patient referral to Ambulance Victoria (AV)
	+ patient referral to AV and transported by AV
	+ co-attendance at an even with AV
* service delivery areas
	+ branch locations (specific address)
	+ geographical areas of service delivery

The department may request additional information to be included in a first aid services’ annual report.

For further information email NEPT, First Aid and Investigations.

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