First aid kits and facilities

Workplaces require a minimum of one main first aid kit as well as other portable first aid kits kept in specific locations based on assessed need e.g. Industrial Technology and Design, Physical Education, Science etc.

* Kits are **not** to be locked
* Portable kits are to be available for excursions, activities (e.g. sport), camps and emergency evacuations
* Kits are to be located in prominent and accessible positions. Displaying well-recognised, [suitable sign or label](#design) will assist in easily locating first aid equipment and facilities
* Kits in vehicles: where the vehicle is being used for the purpose of work, any issues regarding first aid kits in vehicles may be discussed with your car pool manager. Consideration may be given to where the vehicle is going with respect to access to medical services.
* Where a first aid risk assessment shows there is a need for extra first aid kits or other first aid requirements (e.g. emergency first aid medications, first aid rooms and/or first aid personnel) these are to be made available.

Contents

The sample contents list on this information sheet provides the basic contents of a generic first aid kit; however first aid kit requirements are to be determined through first aid risk assessment.

* Contents are to match the injuries and illnesses likely to occur
* Where a first aid risk assessment shows a need for extra contents these are to be made available. Ensure that when staff/students are off-site e.g. inter-campus sport, camp, excursions there is access to an appropriately stocked first aid kit, first aid personnel and emergency communication (e.g. mobile phone)
* Analgesics such as paracetamol and aspirin are **not** to be included in first aid kits because of their potential to cause adverse health effects in some people e.g. those with asthma, pregnant women and people with medical conditions
* Emergency medication for schools is required to be kept in first aid kits e.g. asthma relievers and adrenaline auto-injectors (for general use). Refer to the [Administration of Medications in Schools](http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx) procedure and [Guideline](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Administration%20of%20Medications%20in%20Schools/guidelines.DOCX)
* Workers requiring prescribed and over-the-counter medications are to carry their own medication for their personal use as necessary. Schools are to refer to the [Administration of Medication in Schools](http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx) procedure for student requirements
* Consider any other first aid equipment necessary.

Design and Signage

* First aid kits are to be portable, large enough to contain all the necessary items and made of material that will protect the contents from dust, moisture and contamination.
* First aid signs may be constructed to suit individual requirements but are to comply with AS 1319: 1994 - Safety Signs for the Occupational Environment.

# First Aid Rooms/Areas

A first aid room should be established if a first aid risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided. If a first aid risk assessment determines that a first aid room is not needed, a rest area within the workplace which provides the patient with privacy and respects their dignity may be suitable to assist an injured or ill person. Hallways/corridors and foyers are not suitable for this purpose.

The first aid room should be located to enable observation. The contents of a first aid room are to suit the first aid needs of the workplace. The location and size of the room should allow easy access to emergency services as well as movement of injured people who need to be supported or moved by stretcher or wheelchair. While awaiting collection, unwell students and adults are to be supervised and monitored.

Maintenance

First aiders or designated officers are responsible for the review and maintenance of first aid kits and first aid rooms/areas so they are always stocked and “in date” and accessible at all times.

First Aid Kit Contents

**Note:** Analgesics (e.g. paracetamol), are not to be included in departmental first aid kits. Workers requiring prescribed and over-the-counter medications should carry their own for their personal use. Schools are only to administer prescribed medication to students in accordance with [Administration of Medication in Schools](http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx) procedure. Some types of workplaces may require additional items to treat specific types of injuries or illnesses.

School First Aid Kits

* The main first aid kit is to include a minimum of one adrenaline auto-injector (for schools). Refer to the [Anaphylaxis Management site](https://mpe.education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/student-health-wellbeing/anaphylaxis-management) for further information.
* The main first aid kit is to contain of S3 salbutamol (Ventolin) or S3 terbutaline (Bricanyl) especially if there are staff and students diagnosed at risk of asthma. Refer to Asthma Management on OnePortal.

**Basic Content Sample/Example for a first aid kit in a low risk workplace:**

***(low risk:*** *where there is no exposure to hazards that could result in a serious injury or illness - based on the* [*First Aid in the Workplace Code of Practice 2014*](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/58162/First-aid-in-the-workplace-COP-2014.pdf)*)*

|  |  |  |
| --- | --- | --- |
| **Content item** | **Purpose** | **Yes/No - Notes** |
| **instructions for providing first aid** | including cardio-pulmonary resuscitation (CPR) flow chart |  |
| **adhesive strips** | (assorted sizes) for minor wound dressing |  |
| **splinter probes** | (single use, disposable) |  |
| **non-allergenic adhesive tape** | for securing dressings and strapping |  |
| **eye pads** | for emergency eye cover |  |
| **triangular bandage** | for slings, support and/or padding |  |
| **hospital crepe or conforming bandage** | to hold dressings in place |  |
| **wound/combine dressings** | to control bleeding and for covering wounds |  |
| **non-adhesive dressings** | for wound dressing |  |
| **safety pins** | to secure bandages and slings |  |
| **scissors** | for cutting dressings or clothing |  |
| **kidney dish** | for holding dressings and instruments |  |
| **small dressings’ bowl** | for holding liquids |  |
| **gauze squares** | for cleaning wounds |  |
| **forceps/tweezers** | for removing foreign bodies |  |
| **disposable nitrile, latex or vinyl gloves** | for infection control |  |
| **sharps disposal container** | for infection control and disposal purposes |  |
| **disposable nitrile, latex or vinyl gloves** | for infection control |  |
| **sharps disposal container** | for infection control and disposal purposes |  |
| **sterile saline solution or sterile water** | for emergency eye wash or for irrigating eye wounds |  |
| **antiseptic solution** | for cleaning wounds and skin (schools/workplaces can determine their preferred protocol based on first aid training, situation and patient: clean water vs saline vs antiseptic) |  |
| **resuscitation mask** | to be used by qualified personnel for resuscitation purposes |  |
| **plastic bags** | for waste disposal |  |
| **note pad and pen/pencil** | for recording the injured or ill person’s condition and treatment given |  |
| **re-usable ice-pack** | for the management of strains, sprains and bruises (may be stored in a freezer/esky). |  |