First aid review template

## ***(Modify as needed to suit your school/workplace)***

**Regularly review first aid arrangement to ensure they remain adequate and effective.**

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| ***First aid review checklist***  |
| **Review First Aid Arrangements** | Comments (if any) |
| Do current first aid officers have appropriate training? | Yes / No |  |
| Do first aid provisions still meet workplace requirements and any new activities?  | Yes / No |  |
| Do you incorporate a first aid mock emergency into fire drill/lockdown drill and evaluate first aid responses? | Yes / No |  |
| Have new hazards been identified and appropriately controlled e.g. medical conditions. | Yes / No |  |
| Is there easy access for emergency services, such as parking for an ambulance?  | Yes / No |  |
| **Location and position** |
| Are first aid kit(s) located in a prominent and accessible position? | Yes / No |  |
| Is everyone aware of the location of first aid kits? | Yes / No |  |
| Do all employees (e.g. cleaners, staff working outside standard hours) have access to first aid and emergency communication (e.g. mobile phone) during all work times?  | Yes / No |  |
| Are additional first aid kit(s) required? | Yes / No |  |
| **Clearly identifiable** |
| Can the first aid kits be clearly identified? | Yes / No |  |
| Are first aid kit(s) clearly marked with a white cross on a green background in accordance with Australian Standard AS 1319: Safety Signs for the Occupational Environment? | Yes / No |  |
| **Contents** |
| Are the contents appropriate to the injuries/illnesses experienced at your workplace? | Yes / No |  |
| Is there a list of contents provided in the kit? | Yes / No |  |
| Are kits sufficiently stocked? | Yes / No |  |
| Is someone responsible for maintaining the first aid kit? | Yes / No |  |
| Are the contents appropriately labelled? | Yes / No |  |
| Are the contents within their ‘use by’ date? | Yes / No |  |
| Are the contents adequately stored (e.g. first aid kit is large enough to store all items in a safe manner?). | Yes / No |  |
| **Relevant information** |
| Do all staff know what to do in the event of an emergency? | Yes / No |  |
| Are emergency telephone numbers clearly displayed in, on or near the first aid kit? | Yes / No |  |
| Are the phone numbers/extension numbers, name and usual location of trained first aid officers displayed?  | Yes / No |  |
| **Training** |
| Do first aid officers have the skills and competencies required of them and are their skills up-to-date?  | Yes / No |  |
| Are relevant staff familiar with student health plans and how to manage any related emergencies? | Yes / No |  |
| **First Aid Room Condition/Contents** |
| Is a dedicated first aid room required?If yes – ensure the following:  | Yes / No |  |
| Y/N | First Aid Room Checklist |
|  | * First aid facilities are well maintained
* Offer privacy via screening or door access
* Well-lit and ventilated
* Readily accessible to toilet facilities
* Clearly signed with first aid signage
* Pillows and clean linen/or disposable linen
* First aid kit(s) appropriate for the workplace
* Stock of required dressings, utensils, linen and personal protective equipment (PPE)
* a rubbish bin with disposable lining for soiled waste
* a container for the safe disposal of sharps
* a bowl or bucket (minimum two litres capacity)
* electric power points
* examination lamp / torch
* a chair and a table or desk
* first aid register and health and safety incident forms, access to MyHR WS
* workbench / dressing trolley
* a telephone and/or emergency call system
* a portable stretcher
* There is a notice clearly showing:
* names, usual locations and contact numbers of first aid personnel
* name and contact details of the first aid officer responsible for the room/area.
* There is a list of all relevant emergency numbers clearly displayed – including
* ambulance (000) fire / police
* 13HEALTH / 13432584
* Local Public Health Unit - Qld Health
* nearest medical clinic/medical practitioner
* Poisons Information Centre
* Local hospital
* Other?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **School First Aid Emergency Medication Storage:** **First aid kit medication –** staff are to be aware of the school first aid kit/s which contain emergency asthma medication and emergency adrenalin auto-injectors for anaphylaxis. **Adrenalin auto-injector:** Store unlocked for easy access to staff in an emergency.Store out of direct heat and sunlight and below 25 degrees Celsius. Do not refrigerate or store with ice/freezer blocks as it may jam the mechanism. In locations where temperatures exceed 25 degrees on a regular basis, an insulated wallet is recommended to reduce exposure to the auto-injector to extreme temperatures. The schools’ auto-injector is stored in the school’s most accessible first aid kit with an ASCIA Action Plan for Anaphylaxis (General) which provides instructions on its use. **Asthma reliever/puffer –** Store unlocked and easily accessible for staff/student in an emergency.For further information refer to: [Administration of Medication in Schools](http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx) procedure.**Additional items:** Automated External Defibrillator (AED) – refer to the [AED information sheet.](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/automated-external-defibrillators.doc) |