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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **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) | | | | |