

## FIRST AID KITS [Code of Practice for First Aid in the Workplace]

A check of the first aid kit is to be conducted at least once every 12 months to ensure the kit contains a complete set of the required items. An inventory list in the kit should be signed and dated after each check. The check of items includes ensuring the items are in working order, are within their expiry dates and sterile products are sealed and not damaged.

### FIRST AID KIT CONTENTS SHOULD INCLUDE THE FOLLOWING ITEMS

For most workplaces a first aid kit should include the following items	Standard Workplace Kit	
	Standard	Additional *
The First Aid instruction Booklet including Cardio-Pulmonary Resuscitation (CPR) flow chart	1	
Note book and pen	1	
Adhesive dressing strips - plastic or fabric packet of 50	1	
Antiseptic liquid/spray 50ml	1	
BPC wound dressings No 14 medium	1	
BPC wound dressings No 15, large	1	
Conforming cotton bandage, 5cm width	3	
Conforming cotton bandage, 7.5cm width	3	
Crepe bandage, 10cm for serious bleeding and pressure application	1	
Disposable, nitrile examination gloves (nitrile is a latex-free rubber suitable for people with latex allergies)	5 pairs	
Dressing – combine pad 9 x 20 cm	1	
Emergency Rescue Blanket (for shock or hypothermia)	1	
Eye pad (single use)	4	
Gauze Pieces 7.5cm x 7.5 cm, sterile (3 per pack)	5 packs	
Instant Ice pack for treatment of soft tissue injuries and some stings	1	
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	
Non-stretch, hypoallergenic adhesive tape – 2.5cm wide roll	1	
Plastic Bags – clip seal	1	
Resuscitation Face Mask or Face Shield	1	
Safety pins (packet of 6)	1	
Saline (15mls)	8	
Scissors	1	
Splinter probes – single use, disposable	10	
Triangular bandage (calico or cotton minimum width 90cm)	2	
Tweezers/forceps	1	
Water - Access to 20 minutes of clean running water or if this is not available hydro gel 3.5gm sachets	5 sachets	
Wound cleaning wipe (single 1% Cetrimide BP)	10	
<b>Additional items (e.g. antidotes)</b>		

The “Additional” column is provided for items identified as high turnover and therefore more stock is needed in addition to minimum requirements.

Note: If Hazardous Chemicals are stored/used at this workplace location/area, access to the first aid information on the Safety Data Sheet is to be available. Each area is to assess how this information will be made accessible and provide appropriate information in/adjacent to the First Aid kit or brief instruction on how to access the information.

### DESIGN OF KITS

First aid kits may be of any size, shape or type, but each kit should:

- Be large enough to contain the necessary items;
- Be immediately identifiable with a white cross on green background prominently displayed on the outside;
- Contain a list of the contents for that kit;
- Be made of material that will protect the contents from dust, moisture and contamination; and

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- Be portable

## FIRST AID KITS [Continued]

Some types of workplaces may require additional items to treat specific types of injuries or illnesses. In addition to first aid kits, you should consider whether any other first aid equipment is necessary to treat the injuries or illnesses that could occur as a result of a hazard at your workplace.

### SHOWER FACILITIES AND EYE WASH EQUIPMENT

Eye wash equipment should be provided where there is a risk of hazardous chemicals or infectious substances causing eye injuries.

Immediate access should be provided to shower equipment in workplaces where there is a risk of:

- exposure to hazardous chemicals resulting in skin absorption or contamination from infectious substances
- serious burns to a large area of the face or body (including chemical or electrical burns or burns that are deep, in sensitive areas or greater than a 20 cent piece).

Shower facilities can consist of:

- an appropriate deluge facility
- a permanently rigged hand-held shower hose
- a portable plastic or rubber shower hose that is designed to be easily attached to a tap spout—for small, relatively low risk workplaces where a fixed deluge facility would not be reasonably practicable but the risk of serious burns is still foreseeable (for example, a fish and chip shop).

Portable, self-contained eye wash or shower units have their own flushing fluid which needs to be refilled or replaced after use.

### OUTDOOR MODULE

If work is performed outside and there is a risk of insect or plant stings or snake bites, assess whether the following items should also be included in the first aid kit:

- a heavy duty 10cm crepe bandage
- sting relief cream, gel or spray.

### BURN MODULE

If your workers are at risk of receiving burns, you should include the following items:

- burn treatment instructions on two water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the emergency shower or water supply
- hydrogel (8 × 3.5 gram sachets)
- hydrogel dressings
- clean polythene sheets (small, medium and large)
- 7.5cm cotton conforming bandage.

### OTHER ITEMS

In accordance with the [Code of Practice First Aid in the workplace](#), medication including analgesics like paracetamol and aspirin should not be included in first aid kits because of their potential to cause adverse health effects in some people including pregnant women and people with medical conditions like asthma. The supply of these medications may also be controlled by drugs and poisons laws.

Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

However, workplaces may consider including an asthma-relieving inhaler and a spacer to treat asthma attacks and epinephrine auto-injector for the treatment of anaphylaxis or severe allergies. These should be stored according to the manufacturers' instructions and first aiders should be provided with appropriate training.

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