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| The **Workplace Manager** and/or **Management OHS Nominee** are required to determine the appropriate contents of workplace first aid kits in consultation with the Health and Safety Representative (HSR) and relevant employees, and taking into consideration the outcomes of the [First Aid Risk Assessment](http://www.education.vic.gov.au/Documents/school/principals/management/firstaidriskassess.docx). Below are lists of suggested contents for a number of different types of kits including: * Standard First Aid Kits for schools
* Technology and Design Kit
* Excursion Kit
* Yard Duty Kit
* Blood/Body Fluid Spill Kit
* First Aid Kits for other DET workplaces.

The lists can be modified after consultation with the HSR and employees on matters such as the suitability of the kit to the task or activity for which the kit is required. They will also assist workplaces in the completion of first aid provisions inspections and stocktaking. When completing the lists, workplaces should note the type of item in the kit, the expiry date of the item and whether the kit needs refilling in relation to that particular item.**Standard First Aid Kit for schools**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Type** | **Expiry date** | **Refill?** |
| **Appropriate and current first aid manual** | 1 |  |   |   |
| **Gauze swabs** | 100 | 7.5 x 7.5cm |   |   |
| **Sterile saline ampoules** | 12 | 15ml |   |   |
| 12 | 30ml |   |   |
| **Paper towels** | 1 packet |  |   |   |
| **Sterile un-medicated non-adhesive dressings** | 8 | 5 x 5cm |   |   |
| 4 | 7.5 x 7.5cm |   |   |
| 4 | 10 x 10cm |   |   |
| **Combine pads** | 12 | 10 x 10cm |   |   |
| **Band aids – non-allergic/plain** | 1 packet |  |   |   |
| **Single use Nitrile gloves** | 3 packets | As required |  |  |
| **Steri strips (“butterfly” stitches)** | 1 packet |  |   |   |
| **Adhesive tape – non-allergenic/paper** | 1 roll | 5 x 2.5cm |   |   |
| **Conforming bandages** | 2 | 2.5cm |   |   |
| 2 | 5cm |   |   |
| 6 | 7.5cm |   |   |
| 2 | 10cm |   |   |
| **Triangular bandages** | 6 |  |   |   |
| **Crepe bandages (hospital weight)** | 2 | 2.5cm |   |   |
| 2 | 5cm |   |   |
| 6 | 7.5cm |   |   |
| 2 | 10cm |   |   |
| **Heavy elastic bandages** | 2 | 15cm |   |   |
| **Ventolin puffer**  | 1 |  |   |   |
| **Spacer device for Ventolin use (not reusable)** | 1 |  |   |   |
| **70% alcohol swabs (for cleaning reusable items as required)** | 1 packet |  |   |   |
| **Written instructions on asthma management** |  |  |   |   |
| **Resuscitation face mask (reusable)** | 1 |  |  |  |
| **Medicine measure** | 1 |  |  |  |
| **Stainless steel scissors** | 1 |  |  |  |
| **Heavy duty pair of scissors able to cut through clothing if necessary** | 1 |  |   |   |
| **Sharps/Biohazard container for contaminated waste** | as appropriate |  |   |   |
| **Plastic bags for disposal of contaminated waste** | as appropriate |  |  |  |
| **Tweezers** | 1 packet |  |   |   |
| **Gel packs (kept in refrigerator)** | 2 |  |   |   |
| **Adhesive sanitary pads** | 1 packet |  |   |   |
| **Flexible "sam" splints** | 1 set |  |   |   |
| **Safety pins** | 1 packet |  |   |   |
| **Thermal blanket** | 1 |  |   |   |
| **Blanket and sheet** | 1 of each |  |   |   |
| **Antiseptic hand wash/germicidal soap** | 1 |  |   |   |
| **Box of paper tissues** | 1 box |  |   |   |
| **Ice cream containers or emesis bags for vomit** | as appropriate |  |   |   |
| **Book to record details of first aid provided** | 1 |  |   |   |
| **Non-stick un-medicated wound dressings** | 4  | sml |   |   |
| 4 | med |   |   |
| 4 | large |  |  |
| **Sterile eye pads**  | 1 packet |  |  |  |
| **Eye wash bottle**  | 1 |  |  |  |
| **Burns Module (non-stick gel padded dressing with bandage attached)** | 4 modules |  |  |  |
| **Spare auto - injection device** | as appropriate |  |  |  |

**Excursion First Aid Kits** (Quantities to be determined by a risk assessment in consultation with the HSR and relevant employees based on activities being undertaken)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Type** | **Expiry Date** | **Refill?** |
| **Appropriate and current first aid manual** | 1 |  |   |   |
| **Single use nitrile gloves** |  |  |   |   |
| **Gauze swabs** |  | 7.5 x 7.cm |   |   |
| **Sterile saline ampoules** |  | 15ml |   |   |
|  | 30ml |   |   |
| **Paper towels** |  |  |   |   |
| **Sterile un-medicated non-adhesive dressings** |  | 5 x 5 cm |   |   |
|  | 7.5 x 7.5cm |   |   |
|  | 10 x 10cm |   |   |
| **Combine pads** |  | 10 x 10cm |   |   |
| **Band aids – non-allergic/plain** |  |  |   |   |
| **Steri strips (“butterfly” stitches)** |  |  |   |   |
| **Adhesive tape – non-allergic/paper** |  | 5 x 2.5cm |   |   |
| **Conforming bandages** |  | 2.5cm |   |   |
|  | 5cm |   |   |
|  | 7.5cm |   |   |
|  | 10cm |   |   |
| **Triangular bandages** |  |  |   |   |
| **Crepe bandages (hospital weight)** |  | 2.5cm |   |   |
|  | 5cm |   |   |
|  | 7.5cm |   |   |
|  | 10cm |   |   |
| **Heavy elastic bandages** |  | 15cm |   |   |
| **Ventolin puffer**  |  |  |   |   |
| **Spacer device for Ventolin use (not reusable)** |  |  |   |   |
| **70% alcohol swabs (for cleaning reusable items as required)** |  |  |   |   |
| **Sterile eye pads** |  |  |   |   |
| **Resuscitation face mask (reusable)** |  |  |   |   |
| **Medicine measure** |  |  |   |   |
| **Stainless steel scissors** |  | medium |   |   |
| **Heavy duty pair of scissors able to cut through clothing if necessary** |  |  |   |   |
| **Disposable splinter probes** |  |  |   |   |
| **Sharps container for waste** |  |  |   |   |
| **Tweezers** |  |  |   |   |
| **Chemical cold packs (no refrigeration required)** |  |  |   |   |
| **Adhesive sanitary pads** |  |  |   |   |
| **Flexible "sam" splints** |  |  |   |   |
| **Safety pins** |  |  |   |   |
| **Thermal blanket** |  |  |   |   |
| **Antiseptic hand wash/germicidal soap** |  |  |  |  |
| **Box of paper tissues** |  |  |  |  |
| **Ice cream containers or emesis bags for vomit** |  |  |   |   |
| **Plastic bags for disposal of contaminated waste** |  |  |   |   |
| **Book to record details of first aid provided** |  |  |   |   |
| **Non-stick wound dressings (padded dressing with bandage attached)** |  | Small |   |   |
|  | Medium |   |   |
|  | Large |   |   |
| **Resuscitation masks (disposable)** |  |  |  |  |
| **Spare adrenalin auto - injection device** | as appropriate |  |  |  |

**Technology and Design Areas** (Quantities determined by a risk assessment in consultation with the HSR and relevant employees)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Type** | **Expiry Date** | **Refill?** |
| **Suitable and current first aid manual** | 1 |  |   |   |
| **Gauze swabs** |  | 7.5 x 7.5cm |   |   |
| **Sterile saline ampoules** |  | 15ml |   |   |
| 12 | 30ml |   |   |
| **Paper towels** |  |  |   |   |
| **Sterile un-medicated non-adhesive dressings** |  | 5 x 5cm |   |   |
|  | 10 x 10cm |   |   |
| **Band aids – non-allergic/plain** |  |  |   |   |
| **Steri strips (“butterfly stitches”)** |  |  |   |   |
| **Adhesive tape – non-allergenic/paper** |  | 5 x 2.5cm |   |   |
| **Conforming bandages** |  | 2.5cm |   |   |
|  | 7.5cm |   |   |
| **Crepe bandages (hospital weight)** |  | 2.5cm |   |   |
|  | 7.5cm |   |   |
| **Heavy elastic bandages** |  | 15cm |   |   |
| **70% alcohol swabs (for cleaning reusable items as required)** |  |  |   |   |
| **Sterile eye pads** |  |  |   |   |
| **Resuscitation face mask (reusable)** |  |  |   |   |
| **Stainless steel scissors** |  | medium |   |   |
| **Heavy duty pair of scissors** |  |  |   |   |
| **Sharps container for waste** |  |  |   |   |
| **Tweezers** |  |  |   |   |
| **Flexible "sam" splints** |  |  |   |   |
| **Safety pins** |  |  |   |   |
| **Thermal blanket** |  |  |   |   |
| **Antiseptic hand wash/germicidal soap** |  |  |   |   |
| **Box of paper tissues** |  |  |   |   |
| **Plastic bags for disposal of items** |  |  |   |   |
| **Book to record details of first aid provided** |  |  |   |   |
| **Burns Module (non-stick gel padded dressing with bandage attached)** |  |  |   |   |
| **Eye Injury Module (sterile eye pad/saline/tape)** | 6 |  |   |   |
| **Eye wash bottle** | 1 |  |  |  |
| **Non-stick wound dressings (Sml, med, lge)** | 2 of each |  |  |  |
| **Spare adrenalin auto-injection device** | as appropriate |  |  |  |

**Yard Duty Bags**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Quantity** | **Type** | **Expiry Date** | **Refill?** |
| **Single use nitrile gloves** | 2 |  |   |   |
| **Sterile saline ampoules** | 6 |  |   |   |
| **Gauze bandages** | 1 | 2.5cm |   |   |
| 1 | 5cm |   |   |
| **Band-Aids** | 1 packet |  |   |   |
| **Resuscitation face mask (reusable)** | 1 |  |   |   |
| **Mobile phone/cordless phone/two way radio (optional)** | 1 |  |   |   |
| **Heavy elastic bandages**  |  | 15cm |   |   |
| **Spare adrenalin auto-injection device** | as appropriate. |  |  |  |

**Blood Spill/Vomit Kit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Quantity** | **Type** | **Expiry Date** | **Refill?** |
| **Single use nitrile gloves** | 1 packet |  |  |  |
| **Paper towels** | 1 packet |  |   |   |
| **Single use plastic bags** | As appropriate |  |   |   |
| **Detergent** |  |  |   |   |
| **Absorbent material “kitty litter”** |  |  |  |  |
| **Biohazard waste bin** |  |  |  |  |
| **Eye Protection (Glasses)** |  |  |  |  |
| **Gown** |  |  |  |  |

**First Aid Kits for DET non-school workplaces**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Quantity** | **Type** | **Expiry Date** | **Refill?** |
| **Band-Aids – non-allergic/plain** | **Pack of 50** |  |  |  |
| **Band-Aids - fabric strips** | **Pack of 50** |  |  |  |
| **Burns Module (non-stick gel padded dressing with bandage attached)** | **1** |  |  |  |
| **Combine pads** | **2** | **10 x 10cm** |  |  |
| **Crepe bandages (hospital weight)** | **1** | **2.5cm** |  |  |
| **1** | **5cm** |  |  |
| **1** | **7.5cm** |  |  |
| **1** | **10 cm** |  |  |
| **Eye Module (eye pad/saline/tape)** | **1** |  |  |  |
| **Chemical cold packs (no refrigeration required)** | **2** |  |  |  |
| **Triangular bandages** | **2** |  |  |  |
| **Resuscitation masks (disposable)** | **2** |  |  |  |
| **Stainless steel scissors** | **1** | **medium** |  |  |
| **Sharps container for waste** | **1** | **100ml** |  |  |
| **Tweezers** | **1** |  |  |  |
| **Flexible "sam" splints** | **1 set** |  |  |  |
| **Safety pins** | **1 pack** |  |  |  |
| **Thermal blanket** | **1** |  |  |  |
| **Antiseptic hand wash/germicidal soap** |  |  |  |  |
| **Conforming bandages** | **1** | **5cm** |  |  |
| **1** | **7.5cm** |  |  |
| **1** | **10cm** |  |  |
| **Sterile un-medicated non-adhesive dressings** |  | **5 x 5 cm** |  |  |
|  | **10 x 10cm** |  |  |
| **Gauze swabs** |  | **7.5 x 7.5cm** |  |  |
| **Sterile saline ampoules** | **6** | **15ml** |  |  |
| **6** | **30ml** |  |  |
| **Single use nitrile gloves** | **1 packet** |  |  |  |
| **Leukosilk Tape** | **1** | **2.5cm** |  |  |
| **Rapaid First Aid Spray** | **1** | **50ml** |  |  |
| **Antiseptic Wound Cleaning Wipes** | **Pack of 10** |  |  |  |
| **Micropore Tape** | **1** | **2.5cm** |  |  |
| **Finger/knuckle strips** | **Pack of 20** |  |  |  |
| **CPR Card** |  |  |  |  |
| **First Aid Booklet** |  |  |  |  |

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