

**This form supports the** [**First Aid in the Workplace**](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/first_aid_in_workplace.pdf) **procedure. It must be kept in the first aid kit and used by the FAO during scheduled inspection activities to ensure:**

* the kit contains a complete set of the inventory list as outlined below
* items have not deteriorated, are within their expiry dates and sterile products remain sealed.

**For most workplaces, a standard workplace first aid kit should include the following items:**

| **Item** | **Kit contents** | **Check items** |
| --- | --- | --- |
| **Quantity** | **🗸** or  **X** |
| Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart | 1 |  |
| Note book and pen | 1 |  |
| Resuscitation face mask or face shield | 1 |  |
| Disposable nitrile examination gloves (suitable for people with latex allergies) | 5 pairs |  |
| Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack) | 5 packs |  |
| Saline (15 ml) | 8 |  |
| Wound cleaning wipe (single 1% Cetrimide BP) | 10 |  |
| Adhesive dressing strips – plastic or fabric (packet of 50) | 1 |  |
| Splinter probes (single use, disposable) | 10 |  |
| Tweezers/forceps  | 1 |  |
| Antiseptic liquid/spray (50 ml)  | 1 |  |
| Non-adherent wound dressing/pad 5 x 5 cm (small) | 6 |  |
| Non-adherent wound dressing/pad 7.5 x 10 cm (medium) | 3 |  |
| Non-adherent wound dressing/pad 10 x 10 cm (large) | 1 |  |
| Conforming cotton bandage, 5 cm width  | 3 |  |
| Conforming cotton bandage, 7.5 cm width | 3 |  |
| Crepe bandage 10 cm (for serious bleeding and pressure application) | 1 |  |
| Scissors  | 1 |  |
| Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll | 1 |  |
| Safety pins (packet of 6) | 1 |  |
| BPC wound dressings No. 14, medium | 1 |  |
| BPC wound dressings No. 15, large | 1 |  |
| Dressing – Combine Pad 9 x 20 cm | 1 |  |
| Plastic bags - clip seal  | 1 |  |
| Triangular bandage (calico or cotton minimum width 90 cm) | 2 |  |
| Emergency rescue blanket (for shock or hypothermia) | 1 |  |
| Eye pad (single use) | 4 |  |
| Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)  | 5 |  |
| Instant ice pack (e.g. for treatment of soft tissue injuries and some stings). | 1 |  |
| **Checked by:** | **Date:**  | **Initials:** |
| **Re-order used/expired items identified above through UniSA’s preferred office products supplier or approved external provider. Refer to the FA procedure for guidance on identifying additional kit module contents.** **Retain completed forms locally. A review of items used may assist with managing workplace hazards.** |

**NOTE:** Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. 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 (EpiPen) for the treatment of anaphylaxis or severe allergies, where a risk assessment has determined the need (i.e. fieldtrip first aid kit). Where included in first aid kits, these items should be stored according to the manufacturer’s instructions. Training in the use of these items is included in the Provide First Aid training coordinated by UniSA.