This is a guide to restocking and maintaining First Aid kits in UNE work environments in accordance with NSW First Aid in the Work Place Code of Practice January 2020. Please keep a copy of this checklist in your kit.

The nominated First Aider/s must maintain every First Aid kit in their work area and should:

1. monitor access to the First Aid kit and ensure any items used are replaced as soon as practicable after use;
2. undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items, as per this checklist; and
3. ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

| **Item** | **#** |
| --- | --- |
| 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 | 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 |

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| **Optional Extras – add or remove based on risk assessment of activities** |  |
| **Outdoor work – additional items** |  |
| Heavy duty crepe bandage 10cm | 1 |
| Sting relief cream, gel or spray | 1 |
| Sunscreen SPF30+ lotion | 1 |
| **Remote work – additional items (as per outdoor, plus)** |  |
| Large clean sheeting (for covering burns) | 1 |
| Whistle (for attracting attention) | 1 |
| Thermal Blanket | 1 |
| Torch/flashlight | 1 |
| **Risk of Severe or Chemical Burns** |  |
| 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 | 2 |
| hydro gel (8 × 3.5 gram sachets) | 8 |
| hydro gel dressings | 3 |
| clean polythene sheets (small, medium and large) | 3 |
| **Working with Phenol** |  |
| Glycerol BP or Glycerine BP or PEG 300 or 400 (polyethylene glycol) 200mL | 1 |
| **Working with Hydrofluoric acid (including ‘pickling acid’ used in cleaning welds)** |  |
| Calcium gluconate gel 50g (2.5% w/w) | 1 |
| **Add other as required by risk assessment** |  |
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| **Date of Check** | **Items ordered/replaced** | **First Aider Signature** |
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Kits may contain additional items as long as these are FIRST AID requisites only. An icepack may be kept in the work fridge/freezer if required. Workplaces should be assessed for additional hazards that require special treatment.

Kits should not contain medicines of any kind. This includes headache tablets and multiple use lotions or creams unless they are disposed of after first use.

**Purchasing First Aid Kits and Supplies (approved supplier)**

[Winc Australia](https://www.winc.com.au/)

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| ***Records Storage Instructions*** |
| *This completed form must be recorded in TRIM Container A17/28 utilising a TRIM license in your School/Business Unit. Only the HR Team is able to* ***view*** *records in this container.* |