

# First Aid Kit Contents Checklist

The Principal, OHS delegate or OHS management nominee are required to determine the appropriate contents of first aid kits in Department of Education (the Department) workplaces in consultation with the Health and Safety Representative (HSR) and relevant employees i.e. first aid officers, taking into consideration the outcomes of the [First Aid Risk Assessment](#).

Below are lists of suggested contents for several 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 central and regional offices.

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 of a particular item.

## Standard First Aid Kit for schools

Item	Quantity	Type	Expiry date	Refill?
<b>Appropriate and current first aid manual</b>	1			
<b>Gauze swabs</b>	100	7.5 x 7.5cm		
<b>Sterile saline ampoules</b>	12	15ml		
	12	30ml		
<b>Paper towels</b>	1 packet			
<b>Sterile un-medicated non-adhesive dressings</b>	8	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
<b>Combine pads</b>	12	10 x 10cm		
<b>Band aids – non-allergic/plain</b>	1 packet			
<b>Single use Nitrile gloves</b>	5 packets	Various sizes		
<b>Steri strips (“butterfly” stitches)</b>	1 packet			
<b>Adhesive tape – non-allergenic/paper</b>	1 roll	5 x 2.5cm		
<b>Conforming bandages</b>	2	2.5cm		
	2	5cm		
	6	7.5cm		
	2	10cm		
<b>Triangular bandages</b>	6			
<b>Light crepe bandages</b>	2	2.5cm		
	2	5cm		

Item	Quantity	Type	Expiry date	Refill?
	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			
Hand sanitiser /antiseptic hand wash	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	small		
	4	medium		
	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			
Printed copy of <a href="#">Concussion Recognition Tool 6 (CRT6)</a>	1			

**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	2			
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				
Light crepe bandages		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				

Item	Quantity	Type	Expiry Date	Refill?
Hand sanitiser /antiseptic hand wash				
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			
Printed copy of <a href="#">Concussion Recognition Tool 6 (CRT6)</a>	1			

**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	12	15ml		
		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		
Light crepe bandages		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				

Item	Quantity	Type	Expiry Date	Refill?
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Hand sanitiser /antiseptic hand wash				
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 (small, medium, large)	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.			
Printed copy of <a href="#">Concussion Recognition Tool 6 (CRT6)</a>	1			

### Blood Spill/Vomit Kit

Items	Quantity	Type	Expiry Date	Refill?
Single use nitrile gloves	2 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 non-school workplaces within the Department**

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