

Minimum Recommendations for First Aid Kits - Size and Contents

Note: The following recommendations are for guidance only. A risk assessment should be performed to ensure you have adequate items for your needs.

Categories of First Aid Kits

	Kit Type	Kit Size	Description/Example of Use
A	High use	<u>Fixed</u> – metal – wall-mounted (61x 41x18cm) or <u>Portable</u> – hard case (45x34x17cm)	For areas where high risk activities are conducted, e.g. laboratories, workshops, chemical stores, areas where large numbers of the public gather.
B	Medium use	<u>Portable</u> - hard case (45x34x17cm)	For areas with moderate risk activities and office environment of more than 30 people. Also for vehicles attending moderate to high risk areas, e.g. Campus Life and Security vehicles.
C	Field trip kit	<u>Portable</u> – either: Fabric back-pack style (30x16x34cm) or Hard case (45x34x17cm)	For excursions or field trips. Risk assessment should be carried out to decide on extra items for the kit(s). Also applicable for remote areas where access to medical treatment is difficult.
D	Field trip/ excursion kit	<u>Portable</u> , small - hard-wearing fabric (21x15x7.5cm) or clear plastic case (21x15x7.5cm)	For low to medium risk excursions or field trips. Risk assessment should be carried out to decide on extra items for the kit(s).

Suggested Contents of First Aid Kits – order from WINC via Griffith Marketplace. Order instructions available on Health, Safety & Wellbeing website.

Item Description	Code	A	B	C	D
First Aid booklet (or Instruction leaflet)	86962802	1	1	1	1
Note pad and pencil	86870603	1	1	1	1
Resuscitation mask	86560362	1	1	2	1
Wound dressing - Medium (#14)	86562130	1	1	1	1
Wound dressing - Large (#15)	86576711	1	1	1	0
Bandage - Heavy Crepe Large (10cm x 2.3m)	86575024	2	1	2	0
Bandage – Conforming Gauze Large (7.5cm x 1.5m)	86604173	2	2	2	2
Non adherent absorbent dressing - Small (5cmx5cm)	86996251	2	0	2	0
Non adherent absorbent dressing - Medium (7.5cmx10cm)	86575645	2	2	2	2
Non adherent absorbent dressing - Large (20cmx7.5cm)	86575646	2	0	2	0
Triangular bandage (fabric)	87008323	3	2	2	1
Gauze swabs (sterile) (7.5cmx7.5cm) (5 per pack)	86769294	10 pkt	5 pkt	10 pkt	5 pkt
Medicated swabs (70% Isopropyl alcohol) * (Pack of 10)	87281850	10	5	10	5
Adhesive plastic strips (pk 50)	86660906	2 pkt	1 pkt	1 pkt	0
Adhesive plastic strips (pk 20)	18981064	-	-	-	2 pkt
Adhesive paper tape (25mm)	86758322	1	1	1	1
Antiseptic solution (Chlorhexidine Cetrimide) (30ml tube) *	86560359	4	2	4	2
Kidney dish (disposable) (400ml)	86567104	1	1	1	0
Sterile eye pads	86659330	2	2	2	2
Saline ampoules (for eye irrigation; minor wound cleaning)	86575691	5	3	10	2
Disposable gloves (pairs) – nitrile (10pkt)	18813299	1 pkt	1 pkt	1 pkt	1 pkt
Ice pack (instant; single use)	86575894	3	1	4	
Safety pins (pack of 12)	86660905	1	1	1	1
Scissors (pair, 12.5cm)	86660908	1	1	1	1
Press-seal bags (Pack of 3, different sizes)	86842423	2 pkt	2 pkt	2 pkt	1 pkt
Disposable towel (Pack 90') (! use Griffith issue if possible)	86708552	0	0	10	0
Splinter remover (sterile, disposable)	86567108	5	5	5	5
Tweezers (chrome, 75mm)	86601020	1	1	1	0
Vomit bags (Sickeze Pack incl 3 x bags, 3 x face wipes)	19025441	2	1	1	0



<i>Item Description</i>	<i>Code</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
Emergency blanket (foil)	86575217	1	1	2	1
<i>Burnaid Gel Dressing (if no cool water supply) **</i>	86567455	0	0	2-4	0
<i>Large (sterile) burns sheet (for covering burn areas) **</i>	86567139	0	0	1-2	0

* Some antiseptic solutions (chlorhexidine and betadine) can lead to allergic reactions, therefore it is recommended to use saline when unsure. Animal bites and scratches may need antiseptic to prevent infection.

** Only recommended if assessed relevant for activity type and/or location of field work.

First Aid Kits (hard or soft cases – empty/unstocked)

Where there may be a requirement for a new/additional first aid kit, contact **HR & Safety** for approval. As the kits are funded centrally, the request must specify why new/additional first aid kit is required; where it is to be located/used; and the FAO to be responsible for its ongoing maintenance, ie. stock checking and ordering, cleaning, signage, etc. Once approval is granted, kit ordering details will be provided.

Items for Griffith First Aid Rooms

When entering your purchasing Information:

Speed Type: HRM2710

Class: HTHSF

<i>Item Description</i>	<i>Ordering</i>
Disposable Fitted Sheet (Stretcher Cover/Examination Couch – Haines Code DSMS 18700-40)	Order via Griffith Marketplace
Disposable Flat Sheet (Haines Code DSMS 20070-40)	Order via Griffith Marketplace
Disposable Pillowcase (no flap) (Haines Code DSMS 7550-25)	Order via Griffith Marketplace
Sharps Container (1.4lt BD Sharps Collector)	WINC Order via Griffith Marketplace

Purchasing information find 'Instructions for Ordering First Aid Supplies from WINC via Griffith Marketplace document.

https://www.griffith.edu.au/data/assets/pdf_file/0026/458801/How-To-Order-First-Aid-Supplies.pdf