**First Aid Guidelines**

| **Approving authority** | Vice President (Corporate Services) |
| --- | --- |
| **Approval date** | 30 August 2018 |
| **Advisor** | Senior Manager ,Health and Safetys.burnell@griffith.edu.au | (07) 3735 7802 |
| **Next scheduled review** | 2023 |
| **TRIM document** | 2018/0000088 |

# Table of Contents

[Table of Contents 2](#_Toc521409060)

[1. Introduction 3](#_Toc521409061)

[2. Purpose and objectives 3](#_Toc521409062)

[3. Scope 3](#_Toc521409063)

[4. Definitions and Terms 3](#_Toc521409064)

[5. Roles and responsibilities 4](#_Toc521409065)

[6. Determining First Aid Requirements 5](#_Toc521409066)

[7. Nomination Process 6](#_Toc521409067)

[8. Training 7](#_Toc521409068)

[9. First Aid Allowances 7](#_Toc521409069)

[10. First Aid Response 7](#_Toc521409070)

[11. Resources for FAOs 8](#_Toc521409071)

[12. Record Keeping and Confidentiality 10](#_Toc521409072)

[13. Indemnity 10](#_Toc521409073)

[Appendix A First Aid Room Checklist 11](#_Toc521409074)

[Appendix B Minimum Recommendations for First Aid Kits 13](#_Toc521409075)

[Appendix C Safe Handling and Disposal of Sharps and Contaminated Waste 15](#_Toc521409076)

# ****Introduction****

In an emergency first aid aims to preserve life, protect the unconscious person, prevent a condition from worsening, relieve pain and promote recovery. As such, Griffith University (the University) is committed to providing first aid, appropriate first aid facilities and supplies to ensure immediate care is given to staff, students, visitors and contractors.

# Purpose and objectives

This document has been prepared to provide practical guidance for achieving the standards of health, safety and welfare as required under the *Work Health and Safety Act 2011*.

Information must be available to staff, students and visitors about first aid in the area in which they are working and must include:

* Location of first aid equipment and facilities; and
* Names and location of persons trained to administer first aid; and
* Procedures to be followed when first aid is required.

# ****Scope****

This document provides information on the management of first aid resources, encompassing first aid officers, first aid kits and supplies across all University workplaces.

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# ****Definitions and Terms****

**Automated External Defibrillator (AED)** is an electrical device that provides a shock to the heart when there is a life-threatening arrhythmia present.

**Emergency Contact** is the person that all staff / students have nominated in their personnel records to be contacted in the event of a personal emergency.

**First aid** is the immediate treatment or care given to an ill or injured person until more advanced care is provided or the person recovers.

**First aid equipment** includes first aid kits and other equipment used to immediately treat injuries and illnesses.

**First aid facilities** include first aid rooms, health centres, and other facilities needed for administering first aid.

**First aid personnel** are persons who have successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

**First aid qualification** means:

(a) A current *Provide First Aid* or *Occupational First Aid* qualification, issued by a registered training organisation.

(b) Qualifications which provide for equivalent competencies.

**High risk work areas / buildings** – can include those areas that work outside of normal hours (see low risk work areas / buildings), contain laboratories, are based in the field or other off campus activities.

**Low risk work areas / buildings** – include those that are primarily office-based activities during normal hours i.e. between the spread of 6am – 6pm, Monday – Friday.

**Nominated First Aid Officer** **(FAO)** is a Griffith University staff member who has been formally nominated and accepted to undertake the role as a FAO for the University and who holds a current first aid qualification.

**Occupational First Aid Officer** is a person who has additional training to administer specialised first aid, operate and monitor specialised first aid resources.

**Personal Protective Equipment (PPE)** are items used to protect the person from infection such as gloves, face shields, glasses, aprons.

**Workplace** for the purposes of this document includes any building, area or place where work is undertaken either on or off campus – including field work, classes.

# ****Roles and responsibilities****

## Groups/Elements

Heads of Schools/Elements are responsible for ensuring first aid personnel and facilities meet the potential needs of all persons within their area of responsibility and are accessible throughout all working hours and working situations. Advice and assistance may be sought from the Group/Element Health & Safety Consultant, to help determine the requirements for first aid personnel and services.

## First Aid Officer (FAO)

FAOs are expected to provide first aid care across all and any work area, in accordance with their level of training, and to recommend the transfer of care to ambulance or medical services when the situation requires.

The FAO must remain with the injured or ill person as required or until further medical treatment is provided (e.g. paramedics attend). If referral for further medical treatment is required (e.g. to a hospital), it is desirable for the casualty to be accompanied by another person.

The FAO role includes:

* Providing appropriate first aid care to any ill or injured person in the workplace where and when required; and
* Recording details of first aid treatment given; and
* Ensuring first aid skills are maintained, including attending annual cardiopulmonary resuscitation (CPR) training to re-certify the three-yearly Provide First Aid qualification; and
* Maintaining any allocated first aid kit/s appropriate to the level of training undertaken and to the requirements of the particular workplace.

Additional responsibilities may also include evaluation of first aid in consultation with relevant management, other [FAOs](http://app.griffith.edu.au/phonebook/phone-search.php?name=&surname=&position=Nominated+First+Aid+Officer&room=&phone=&email=&faculty=&school=&format=advanced&submitbutton=Search+Phonebook), [Senior Advisors HSW](https://app.secure.griffith.edu.au/phonebook/browse.php?level=4&id=Emergency+Contacts&id2=Health+and+Safety&id3=Health+and+Safety) and/or [Local Health and Safety Contacts (LHSC)](http://app.griffith.edu.au/phonebook/phone-search.php?string=Local&format=search) to:

* Identify possible causes of work injury and work-caused illness;
* Assess the risk of work injuries and work-caused illnesses occurring;
* Advise on appropriate first aid facilities, services and resources for the School/Element;
* Maintain First Aid Room and/or other equipment (refer [Appendix A: Role of First Aid Room Monitor](#_Role_of_the)).

When treating an ill or injured person, FAOs are expected to:

* Apply standard precautions for infection control (refer [Section 10 Infection Control](#_Infection_Control_1));
* Advise the ill/injured person to seek further medical advice, where appropriate;
* Advise the ill/injured person to report their incident/injury via [GSafe](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid). If they are a visitor or contractor, the FAO may initiate this report on their behalf;
* Inform the ill/injured staff member, if they intend to claim workers’ compensation, that they must obtain a workers’ compensation medical certificate when they see the doctor and notify an Employee Relations and Wellbeing Coordinator[.](https://app.secure.griffith.edu.au/phonebook/browse.php?level=4&id=Emergency+Contacts&id2=Health+and+Safety&id3=Health+and+Safety)
* Safely handle and dispose of any used sharps and/or contaminated waste (including disposable equipment, clothing, towels, paper, etc). [Refer Appendix C - Safe handling of sharps and disposal of sharps and contaminated waste.](#_Appendix_C_Safe)

## Occupational First Aid Officers

In areas where there is a requirement to administer/operate/monitor specialised first aid/first aid resources, for example First Aid Rooms and/or oxygen apparatus, the higher-level Occupational First Aid training may need to be completed by some FAOs. Please seek advice from your [Senior Advisor (HSW)](https://app.secure.griffith.edu.au/phonebook/browse.php?level=4&id=Emergency+Contacts&id2=Health+and+Safety&id3=Health+and+Safety) where necessary. A person with a current Occupational First Aid (or higher) qualification, will have broad skills and knowledge to undertake:

* emergency assessment and triage principles;
* advanced resuscitation techniques and use oxygen apparatus; and
* management of first aid rooms, including contents, assessing requirements, and maintaining the facilities and equipment.

## First Aid Room Monitor

A First Aid Room Monitor is responsible for ensuring the allocated First Aid Room facilities and resources are appropriately maintained. [Appendix A](#_Role_of_the) may assist in the ensuring that the first aid room is appropriately maintained.

FAOs undertaking the role of First Aid Room Monitor should hold and keep current an Occupational First Aid certificate.

# ****Determining First Aid Requirements****

The number of FAO required in any given workplace should be assessed dependent upon the areas level of risk, number of persons exposed to that risk and the consequences of the risk.

As a general guide, there should be a minimum of two FAOs per low risk work area and one FAO present always in higher risk work areas. In some areas of a shared location, agreement needs to be reached between the Elements concerned. It should be noted that FAOs are required to provide first aid care across all and any work area, as required.

When reviewing first aid requirements for a workplace the following is to be considered:

* the nature of work conducted in the workplace;
* the number and composition of users in the workplace;
* the nature of the hazards associated with the work – laboratories and workshops typically require a higher level of first aid coverage than office areas with mainly sedentary activities;
* physical size, location and layout of the workplace – large and/or complex areas may need additional coverage to ensure adequate proximity of FAOs. Particular areas of higher need include laboratories, workshops and any secure facilities with restricted access;
* the typical operating hours of a workplace - those areas operating outside normal daytime, weekday hours will need additional coverage for the extended hours, for example, libraries, laboratories, field work;
* the number of FAOs are adequate, based on the nature of the hazards associated with the types of work performed and considering leave arrangements;
* the level of first aid training required; and
* the requirements for first aid kits including size/type most appropriate (including special kits for off campus activities)

Heads of Schools/Elements must ensure that first aid resources for special hazards within their work areas are assessed through the risk management process, are available and appropriately managed.

# ****Nomination Process****

To be eligible to become a Nominated FAO, nominees must meet one of the following requirements:

* Fill an existing vacancy; or
* The school/department has identified a need for an additional FAO (provide Risk Assessment with the Nomination Request).

***The roles of FAO and Fire Warden should be exclusive of one another. In exceptional circumstances where a person is to hold both roles, approval must be obtained from the Director, Campus Life. In such circumstances, only one allowance is payable.***

To enquire about becoming a FAO, the flowchart below provides further guidance.



The Head of School/Element Director may request additional FAO/s where a risk assessment has deemed it necessary. A person requesting to become a nominated FAO must be willing to maintain a current *Provide First Aid* certificate and agree to remain in the position and perform the duties of a FAO for a minimum of three years.

Once certified, the FAO must be willing to provide first aid wherever necessary whilst in the workplace. Additionally, a FAO’s name, location and telephone number may be displayed at their workplace, and will also be listed in the University’s on-line telephone book listing. A FAO signage template is available from the First Aid website.

FAOs are requested to inform HRandSafety@griffith.edu.au of any changes (for example. location, employment status etc) in order to maintain records.

# ****Training****

There are a number of First aid training providers suggested on the First Aid website offering both on and off campus schedules throughout the year. It is the FAOs responsibility to ensure that their first aid qualifications remain current, including annual CPR updates. Further information on training can be found on the [first aid training webpage](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid).

The cost of training for approved [FAOs](http://app.griffith.edu.au/phonebook/phone-search.php?string=first+aid+officers&format=search) will be met by Corporate Services. All other training for additional FAOs will be at the cost of the School/Element.

# ****First Aid Allowances****

FAOs are entitled to request payment of a fortnightly FAO allowance while their *Provide First Aid* and Cardio-Pulmonary Resuscitation (CPR) certificates are valid and current and they carry out FAO responsibilities. First Aid allowances are met from the budget of the relevant School/Element.

A [*Request for Payment of First Aid Allowance*](https://www.griffith.edu.au/__data/assets/word_doc/0028/488440/Request-for-Payment-of-First-Aid-Allowance-Form_2018-4.docx) must be signed by the relevant Head of School/Element Director. Once completed, the form can be submitted to Payroll for processing.

A new request form must be submitted annually for the allowance to continue to be paid.

# ****First Aid Response****

In an emergency, call an ambulance (0-000 if using an internal phone or 112 if using a mobile phone). Ensure precise details are given about the location; postcode, campus, building and floor location details.

Griffith Security **must** then be notified immediately on Ext. 7777 to enable them to assist with escorting the ambulance to the casualty.

Where an injury has involved chemicals, or is suspected to have involved chemicals, the [Safety Data Sheet](https://jr.chemwatch.net/chemwatch.web/account/autologin?domain=griffithuni&login=everyone&password=aAE1qr) must be obtained from *Chemwatch Gold FFX* and sent to hospital with the injured person.

## Infection Control

In administering first aid, there are standard precautions which FAOs must take to avoid becoming ill or exposing others to illnesses when handling blood or bodily substances. Standard precautions are work practices which assume that all blood and body substances are potentially infectious. These precautions include good hygiene practices, use of personal protective equipment (PPE) and appropriate handling and disposal of sharps and other contaminated or infectious waste.

Hand hygiene is the single most important procedure for preventing transmission of infection. FAOs should check their hands for cuts and abrasions before any patient contact and any lesions found must be covered with a waterproof dressing.

Hands must be washed before and after patient contact; handling blood, body fluids and contaminated items, whether or not gloves are worn. Appropriate PPE should be used wherever there is, or there is a risk of, being exposed to blood and/or other body fluids. [Refer to Appendix C - *Safe Handling and Disposal of Sharps and Contaminated Waste*](#_Appendix_C_).

Once first aid has been provided and injured person appropriately managed, all used sharps and contaminated items must be disposed of safely[. Refer to Appendix C - *Safe Handling and Disposal of Sharps and Contaminated Waste*](#_Appendix_C_).

It is recommended that all FAOs are immunised against Hepatitis B. The costs of immunisation and blood testing for Griffith University staff performing the role of FAO will be met centrally through Corporate Services. Hepatitis B immunisation can be administered through the  [Health Service](http://www.griffith.edu.au/health-service) located at Nathan and Gold Coast campuses.

If a FAO sustains a sharps injury or thinks they are at risk of infection from blood or bodily fluid contamination, they should seek prompt medical advice from the Griffith Health Service, a nearby hospital or their own medical practitioner. They must also report the incident to their Supervisor and complete a GSafe Incident Report. The [Guidelines for the Prevention and Control of Communicable and Notifiable Diseases](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Guidelines%20for%20the%20Prevention%20and%20Control%20of%20Communicable%20and%20Notifiable%20Diseases.pdf) can provide more information.

## ****Emergency Contact Notification – During Business Hours****

If an ill/injured person is to be transported to hospital, and is conscious, the FAO should ask them if they wish for their emergency contact to be notified.

The only details to be provided to an ill/injured person’s nominated emergency contact are:

* Brief description of incident (for confidentiality reasons, illness/injury specifics should not be provided);
* Time of incident; and
* Hospital to which they are being taken.

If the ill/injured person is unconscious or unable to provide information for further medical treatment, where possible, they are to be accompanied to the hospital by the most appropriate person/witness.

## ****Emergency Contact Notification – Outside Normal Business Hours****

If an ill/injured person is unconscious and requires transportation to hospital outside of normal business hours, the FAO is to contact Campus Security and provide them with the relevant details as in Section 10.

# ****Resources for FAOs****

## ****First Aid Kits****

First aid kits are available in work areas and the number of kits depends on the risk of the whole work area – FAOs are not required to have their own individual kits. FAOs are be responsible for the inspection, maintenance and restocking of one or more first aid kits in their work area and coordination of this task is the responsibility of the work area. Standard first aid supplies required to fill or re-stock a first aid kit are to be purchased from the approved first aid supplier. Instructions for ordering supplies are available from the HSW [website](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid). The cost of purchasing and replenishment of first aid kits will be met centrally through Corporate Services. Funding will not be provided for external providers to provide and/or maintain First Aid Kits. Recommended first aid kit sizes and minimum recommended contents are in [Appendix B](#_Minimum_Recommendations_for).

The School/Element must ensure the contents of first aid kits for use in their work areas are appropriate for the types of injuries likely to occur. Regular review of first aid arrangements should occur through the risk assessment process, in consultation with relevant staff, to ensure they remain effective. This process should occur at least every 2 years.

All requests for new/additional first aid kits must be accompanied by a [risk assessment](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid) detailing the need for the kit and size and contents required (refer to [Appendix B](#_Minimum_Recommendations_for) for recommended kit sizes and content options). All requests must be made to the Heath & Safety Consultants via hrandsafety@griffith.edu.au

FAOs are not permitted to stock or administer pain relief medications (e.g. Panadol, Aspirin or Nurofen) except where legislation mandates otherwise, e.g. the Transport Operations (Marine Safety) Act 1994. It is recommended that saline solution **only** be used for cleaning wounds due to potential allergic reactions of injured persons. Ventolin is not funded through the central first aid budget as a stock item for first aid kits.

To be located with, or near each first aid kit:

* Appropriate [signage](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid) to indicate location of the first aid kit . ;
* The name of the responsible FAO and their extension number;
* [First Aid Treatment Forms](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid), for recording of first aid treatment;
* A list of first aid kit contents to facilitate replacement of items which are appropriate for the needs of the School/Element;
* A current information booklet of precautions and procedures for provision of first aid.

## ****Automated External Defibrillators (AEDs)****

AEDs are available on all campuses and all FAOs have been trained in their use. For information regarding location and use of this equipment and the Role of the AED Coordinator, refer to the [AED Response Plan](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid) and the [AED Coordinator Guidelines](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid).

## ****First Aid Rooms****

[First Aid Rooms](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid) are available at all campuses for use by FAOs to treat ill/injured persons.

Recommendations for First Aid Rooms include:

* Room must be managed by a FAO, and who may also hold a current Occupational First Aid certificate;
* Entry to the room should be controlled but readily accessible for ill/injured persons;
* Room should contain:
	+ a First Aid Kit appropriate for the workplace;
	+ hygienic hand cleanser and disposable paper towels;
	+ a bed/couch with waterproof surface and disposable sheets;
	+ a chair and a table or desk;
	+ electric power points;
	+ a container with disposable lining for soiled/contaminated waste, plus a rigid-walled container for the safe disposal of sharps;
	+ a telephone and/or emergency call system;
	+ the names and contact details of first aiders and emergency services;
* Ideally the floor should be washable;
* A wheelchair is desirable;
* Room should be close to a sink with hot and cold water (if not provided in the room);
* Room should be close to toilets, where possible;
* Room must be accessible to emergency services (minimum door width of 1 metre for stretcher access);
* Arrangements for access, and names and contact numbers of [FAOs](http://app.griffith.edu.au/phonebook/phone-search.php?name=&surname=&position=First&room=&phone=&email=&faculty=&school=&format=advanced&submitbutton=Search+Phonebook), must be displayed on the door;
* Room must be signed ‘First Aid Room’ and display the standard First Aid signage (as per [First Aid in the Workplace Code of Practice 2021)](https://www.worksafe.qld.gov.au/home/search?query=code+of+practice&collection=wcq-internet&form=results);

First Aid Room locations and First Aid Room Monitors contact detail templates, as well as room signage templates, are available on the [Health, Safety and Wellbeing First Aid website](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid).

FAOs are encouraged to maintain contact with other FAOs within their immediate location. Contact and location details for [FAOs](http://app.griffith.edu.au/phonebook/phone-search.php?string=first+aid+officers&format=search) can be found in the Griffith University telephone book.

FAOs can request support in individual circumstances from [Health Services](https://www.griffith.edu.au/health-service).

Provision of first aid in certain situations may be distressing and FAOs are encouraged to seek support whenever required through the [staff counselling program](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/wellbeing/healthy-minds/staff-counselling-program).

# ****Record Keeping and Confidentiality****

FAOs must keep a record of all first aid treatment they provide, and of other relevant first aid-related activities or issues. All first aid treatment should be recorded on a [First Aid Treatment Record form](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid), where possible and the ill/injured person should have access to that record on request. All First Aid Treatment records and details must be kept secure and confidential by FAOs and such records only provided to other authorised persons, such as medical staff, upon request.

In addition, workplace incidents must be recorded in [GSafe](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid). This may be completed by the injured person, or the FAO attending to provide first aid if the injured person is unable to do so.

# ****Indemnity****

If a FAO provides first aid assistance or assists at the scene of an emergency at the University, and any such act or omission is done so in good faith and without reckless disregard, the University insurance policies may indemnify that person against any claim which may be bought against them.

# Appendix A First Aid Room Checklist

| First Aid Room Facilities and Resources Checklist | Yes/Noü/X |
| --- | --- |
| **Room Condition** |  |
| Is room clean and tidy? | [ ]  |
| Does the telephone work? | [ ]  |
| Is the water supply to sink in working order?*If necessary*, call x8888, or submit an online Campus Life cleaning request | [ ]  |
| ***Room Signage*** |  |
| Is there a green cross ‘first aid’ sign on the door? | [ ]  |
| Does the sign indicate how to access the room and contact a FAO? | [ ]  |
| Is there signage inside room advising contact details of the First Aid Room Monitor, and other nearby FAOs? | [ ]  |
| Is the signage clean and legible? | [ ]  |
| Are signage details up-to-date? | [ ]  |
| *Refer to the* [*Health and Safety website*](https://www.griffith.edu.au/__data/assets/pdf_file/0029/318584/In-a-Medical-Emergency-Jan2018.pdf) *for signage templates* |  |
| ***Bedding*** |  |
| Is the bedding clean and orderly? | [ ]  |
| *Disposable bedding can be ordered via firstaid@griffith.edu.au* |  |
| ***First Aid Kit/s*** |  |
| Is a first aid kit available and are supplies within date? If not, re-stock. | [ ]  |
| Is a first aid quick guide booklet available and current? | [ ]  |
| Does first aid kit contain a note pad and pencil/pen? | [ ]  |

|  |  |
| --- | --- |
| ***Resources available within first aid room*** |  |
| Are contaminated items (clothing, towelling, used equipment) cleaned or disposed of safely? | [ ]  |
| Is there a sharps container? | [ ]  |
| Are there sufficient cleaning, disinfecting and sterilising first aid equipment and bags for disposal purposes available either within room, or nearby? | [ ]  |
| Are there hygienic hand cleanser and paper towelling available? | [ ]  |
| Is there a wheelchair available? If so:* ensure a tyre pump is readily available; and
* check and maintain good tyre pressure.
 | [ ]  |
| ***Are copies of following documents readily available?*** |  |
| * First Aid Treatment Record form;
* Guidelines for FAO; and
* Copy [of GSafe Incident Report form](https://www.riskcloud.net/prod/default.aspx).
 | [ ]  |

| Disposable Bedding Options (order via firstaid@griffith.edu.au) |  |
| --- | --- |
| Fitted Sheet Stretcher Cover/Examination Couch (Haines Code DSMS18700-40)* SMS 40gsm
* Light blue
* Elastic sewn all around to fit various widths/lengths
* Size: 187cm x 70cm x 10cm deep
 | C:\Users\s963491\Downloads\disposable-fitted-stretcher-cover_140x120.jpg |
| Flat Sheet (Haines Code DSMS20070-40) * SMS 40gsm
* Light blue
* Size: 200cm x 70cm
 | C:\Users\s963491\Downloads\disposable-flat-sheet_140x120.jpg |
| Pillow Case (no flap) (Haines Code DSMS7550-25)* SMS 25gsm
* White
* Size: 75cm x 50cm
 | C:\Users\s963491\Downloads\disposable-pillow-case-with-flap_140x120.jpg |

# Appendix B Recommendations for First Aid Kits

*Note: The following recommendations are 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 | Fixed – metal – wall-mounted (61x41x18cm)or Portable – 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 | Portable - 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 | Portable – either:Fabric back-pack style (30x16x34cm) orHard 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 | Portable, 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 here*](https://www.griffith.edu.au/student-staff/health-safety-wellbeing/first-aid)

| ***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 | 1 | 2 | 1 |
| Gauze swabs (sterile) (7.5cmx7.5cm) (5 per pack) | 86769294 | 10 pkt | 3 pkt | 10 pkt | 5 pkt |
| Medicated swabs (70% Isopropyl alcohol)\* (Pack of 10) | 87281850 | 5 | 3 | 10 | 5 |
| Adhesive plastic strips (pkt 50) | 86660906 | 2 pkt | 1 pkt | 1 pkt | 0 |
| Adhesive plastic strips (pkt 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 vbags, 3 x face wipes) | 19025441 | 2 | 1 | 1 | 0 |
| Emergency blanket (foil) | 86575217 | 1 | 1 | 2 | 1 |
| *Burnaid Gel Dressing (if no cool water supply)\*\** | 86567455 | 0 | 0 | 2-4 | 0 |
| *Large (sterile) burns sheet (for covering burn areas)\*\** | 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 First Aid 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 First Aid Rooms

|  |  |
| --- | --- |
| ***Item Description*** | ***Ordering*** |
| [Disposable Fitted Sheet](http://hainesmedical.com.au/index.php/disposable-medical-linen-recyclable.html) (Stretcher Cover/Examination Couch) (Haines Code DSMS 18700-40) | Email: The Health and Safety Consultants hrandsafety@griffith.edu.au  |
| [Disposable Flat Sheet](http://hainesmedical.com.au/index.php/disposable-medical-linen-recyclable.html)(Haines Code DSMS 20070-40) |
| [Disposable Pillow Case](http://hainesmedical.com.au/index.php/disposable-medical-linen-recyclable.html) (no flap) (Haines Code DSMS 7550-25) |
| [Sharps Container](http://www.staples.com.au/main-catalogue-productdetail/sharps-container-yellow-1-4-l/86691982?feature=search&feature_ident=ident%3Asharps+container%7Cposition%3A2) (1.4lt BD Sharps Collector) (complies with AS4031:1992) | WINC Code 86691982Order via [Griffith Marketplace](https://portal.secure.griffith.edu.au/psp/GP90PD/GUINTRA/GP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=GU_FDR_FINANCEPURCHASING&FolderPath=PORTAL_ROOT_OBJECT.GU_FDR_FINANCEPURCHASING&IsFolder=true) |

# Appendix C Safe Handling and Disposal of Sharps and Contaminated Waste

**Sharps**

In the course of providing first aid care, a FAO may need to use and/or come into contact with sharps, e.g. disposable splinter removers, needles. They may also come into contact with items such as equipment, clothing, towelling, that are contaminated with blood and/or other body fluids. All such items must be appropriately handling and disposed of.

Safe use of sharps/needles:

* Only use sharps/needles as they were meant to be used.
* Never attempt to break or bend a sharp/needle.
* Do not remove needles from disposable syringes.
* Recap needles **only** with an approved recapping device.

Care needed when handling and/or disposing of sharps:

* Do not pass a sharp from hand to hand.
* Dispose of it immediately after use and if possible, dispose of the sharp where you use it. Where possible, the person using the sharp is responsible for disposal of it into the appropriate container.
* Sharps are only to be disposed of into an appropriate rigid-walled container that complies with AS4031:1992 non-reusable container for the collection of sharps.
* Sharps must never be disposed of into a general waste bin or loose into a clinical waste bag or bin.
* If you find a needle or syringe, use a pair of tongs or similar to pick it up and put it into a sharps container. If you have to pick it up by hand, wear gloves and pick it up by the barrel.
* Do not force sharps into a container.
* Never overfill a sharps container. The marker line shows the safe limit. If no marker line, only fill to 2/3 full.
* The entire sharps container can be disposed of through the clinical waste stream. Contact Campus Life for the closest location.

**Contaminated Waste**

FAOs must ensure they use appropriate PPE wherever there is, or there is a risk of, being exposed to blood and/or other body fluids. The main PPE to be used is disposable gloves, but other items include resuscitation masks, protective eye shields/glasses, and personal clothing protection. Where purpose-made PPE is not available, improvisation should be used. For example, if disposable gloves are not available, then you could place your hands inside plastic bags to effectively put a barrier between yourself and another person’s body fluids.

All items that are soiled with blood or body substances must be placed in plastic bags and tied securely then disposed of through clinical waste bins.

Any part of the body that comes in contact with blood or body substances must be washed with soap and water immediately. If a FAO sustains a sharps injury or believes they are at risk of infection from blood or bodily fluid contamination, they should seek prompt medical advice and report the incident in [GSafe.](https://www.riskcloud.net/prod/default.aspx)

**Cleaning Spills**

Cleaning should commence as soon as possible after an incident involving blood or body substances has occurred. FAOs must wear disposable gloves when cleaning spills and if there is a risk of splashes of blood or body substances occurring, additional protective equipment such as eye protection, plastic aprons and masks should be worn. Surfaces that have been contaminated with blood or body substances should be wiped with paper towelling and cleaned with warm soapy water. It is generally unnecessary to use sodium hypochlorite (chlorine bleach) for managing spills but it may be used in specific circumstances, for example if the surface is hard to clean.

Should further advice be required for a particular incident, please contact a Health and Safety Consultant in the Human Resources and Safety Office.