

First Aid Kit Checklist

A first aid kit should have a white cross on a green background to comply with Australian Standards. Make sure the kit will keep the contents clean, dry and usable.

As a guide, a standard first aid kit should include the following:

- Adhesive strips, e.g. Band-Aids, of assorted sizes for minor wound dressings.
- Antiseptic solution to clean wounds.
- Non-adhesive wound dressings to control bleeding and cover wounds.
- Crepe or conforming bandage to hold dressings in place.
- Hypo-allergenic adhesive tape to secure dressings.
- Triangular bandages for slings, support and/or padding.
- Safety pins to secure bandages and slings.
- Scissors for cutting dressings or clothing.
- A kidney dish to hold dressings and instruments.
- A small dressings bowl to hold liquids.
- Gauze squares to clean wounds.
- Tweezers to remove foreign bodies, such as splinters.
- Disposable gloves to control infection.
- A disposal container for needles.
- A resuscitation mask to administer CPR.
- Plastic bags for waste disposal.
- A reusable icepack for strains, sprains and bruises.
- A sterile saline solution for emergency eyewash or for irrigating eye wounds. Saline solution has a use-by date and must be discarded after opening.
- Eye pads for emergency eye cover.
- A notepad and pen to record the condition of the ill or injured person and the treatment given.

IMPORTANT – Please read:

- You may require multiple first aid kits. This will depend on:
 - the size of your workplace;
 - the number of workers; and
 - the level of risk.
- Many items stored in a first aid kit have expiry dates or need to be kept in a refrigerator or freezer to be effective, e.g. a reusable icepack.
- Some items, such as tweezers, may need to be sterilised between uses. This is not suitable in many workplaces, so disposable, single-use items should be used wherever possible.
- Ensure that all items that are stained with bodily fluids, such as blood, are disposed of correctly, i.e. placed in an appropriate bin or biohazard bag.
- Phone numbers of emergency services should be clearly displayed near your first aid kit and in other appropriate locations, e.g. the staffroom.
- First aid kits need to be readily accessible in an emergency and should never be locked. However, it may be necessary to lock up personal medication, such as prescription drugs. These should be kept separate from your first aid kits.

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