

FIRST AID KITS

In compliance with OHS&W AND DECS regulations we need:

1 Occupational First Aid Kit and 1 Worksite Kit.

However, for convenience we have various other kits to help staff in case of emergency.

FIRST AID

Kits are **ONLY FOR EMERGENCY FIRST AID** in an accident or injury.

They are not to be used for general medical/health needs.

If a kit is used in an emergency, a DECS Incident/Accident Report must be filled in, and given to the Manager. An email to be sent to Manager and CC to Assistant Manager re the incident and any equipment used from the First Aid Kit. The kit should be given to Assistant Manager to replace used items and check contents for compliance.

Panadol is not stored in First Aid kits as Panadol is never given in as a First Aid Treatment.

However Panadol may be stored in the Occupational Kits and only the Health Co-ordinator can distribute and record Panadol given.

(At WRP we have a folder in the Boy's Health room for distribution of Panadol for staff, therefore Panadol should not be used from the kits.)

In compliance with the law, all items in the first aid kits must be up to date, WRP has these kits checked regularly by Red Cross. No purchases or additional items to be placed in Occupational or Worksite kits unless authorised by Assistant Manager.

At WRP there are

2 Occupational Kits – Boys Health room (mobile kit) and Swimming pool (fixed to wall).
(These have an eye kit)

3 Worksite kits – Girl's Health room and Art Room and Main Kitchen (all mobile kits)
(kitchen kit has an eye and burn kit)(Girl's Health Room has burn pack in cupboard)

1 burn kit in staff kitchen

4 Four Wheel Drive Kits – 1 in each bus
(Red satchel packs)

4 Off site kits – 2 kept in Girl's Health room and 2 in Boy's Health room
(Red back packs)

The 2 Occupational and 2 Worksite kits should **ONLY** be used when a code red, medical emergency is called.

All other kits for offsite, these are for **emergency use only**.