

First Aid Kit Checking Procedure



It's useful to know where the workplace First Aid is located and what it contains. This is so you can find it quickly in the case of an injury or when you need to assist someone else needing help.

Employers are required by law to have a First Aid Kit on site at all times and to keep it stocked correctly. It must be regularly checked to make sure that all items work properly and are not out of date.

In this exercise, you will be working in pairs or teams to check a workplace First Aid Kit:

Before you start:

Divide the items up evenly amongst your group by product type. For example:

1. bandages / wound dressings / adhesive strips, accident blanket
2. swabs / eye pads / saline solutions / face shield
3. gloves / scissors / tweezers / pins / gels / booklets / forms / other

The Procedure:

1. Check how many items on the order form are in the kit
2. Check the "use-by" date which will be beside the "egg-timer" symbol
3. Place any items aside that:
 - a. are past their use-by date
 - b. reach their use-by date within the next eight or weeks
4. Advise the tutor of the items that have expired and those that are soon to reach expiry
5. Complete the order form by adding the number of items in Column 5 needed to "top up" the kit
6. Hand the completed form to your tutor.

Extension exercise

1. Calculate the cost of the number of items to be re-ordered and place that figure in column 7 (Total)
2. Below are some of the most commonly used symbols in Australia in First Aid.
Match the meanings to the symbol in the table.

Meaning of First Aid symbols

Do not reuse - Use only once

Factory Symbol – Date of manufacture

Egg timer - Use by date. Do not use after the end of the year/month stated

	
	
	

