

## **First Aid is the emergency care of injured or sick persons.**

It aims to:

- Preserve life
- Promote recovery
- Prevent the injury or illness becoming worse

A booklet is available from the WorkCover Authority in your state giving detailed information about Occupational Health and First Aid in the workplace. The aim of these booklets is to enable workplaces to assess what their first aid needs are depending on the size of their workforce and risk of injury.

## **First Aid Kits**

In some states where there are more than 25 and less than 50 employees the requirement is to have a 'Basic First Aid Kit'. Workplaces with more than 50 employees require an 'Occupational First Aid Kit'. In those states legally most churches would not require such a kit but considering that congregations often run into hundreds it seems logical that you would have at least a Basic Kit available.

Kits must be properly maintained and be in the care of a responsible person. A record should be kept of any treatment given. The name of your trained first aider, and even a photograph should be displayed on the front of the cabinet.

Analgesics should not form part of your first aid kit. They may be kept by a responsible person and made available provided the use is noted and explained.

The contents of both Basic and Occupational First Aid Kits are listed over the page (Local legislation may vary the content of such kits).

## **Other Issues**

The Workcover booklets and OH&S Regulations may give guidance for workplaces in relation to the provision of First Aid rooms and facilities, training and other information of interest. The number of employees on our sites and type of activities carried out at our sites may dictate any need to comply with local legislation.

## **Recommendations**

- Supply at least one Basic First Aid Kit
- Have a trained First Aider available at services
- Have trained First Aider available at large church functions if possible

\* Persons using an approved resuscitation face mask should have received recent training in it's use  
(See Occupational First Aid Kit list on following page).

# First Aid

## Guidance Document



Supplies	Basic First Aid Kit	Occupational First Aid Kit
Gauze pieces 75mm x 75mm, sterile (packets contain 5)	5 packets	20 packets
BPC wound dressings No 15	1	2
Wound dressings sterile, non-adherent, small	3	12
Wound dressings sterile, non-adherent, large	1	3
Eye pads, sterile, individually wrapped	-	4
Conforming cotton bandages 50mm	3	6
Conforming cotton bandages, 75mm	3	6
Conforming cotton bandages, 100mm	1	6
Triangular bandages (minimum width 90mm)	2	6
Non-stretch adhesive tape, 25mm x 2m rolls (hypo-allergenic)	1	1
Adhesive dressing strips, independently wrapped, minimum quantity	50	100
Disposable wound cleaning swabs (1% Cetrimide BP)	10	25
Povidone - iodine 10% solution	15ml	2 x 15ml
Cotton-tipped applicator	-	50
Disposable latex gloves	5prs	10prs
Disposable eye wash (holding at least 30ml)	-	5
Approved resuscitation mask	1	1
Scissors (sharp/blunt points)	1	1
Splinter forceps	-	1
Splinter probe/remover	1	1
70% alcohol swabs (ethanol or methanol) (for instrument disinfection)	10	25
Safety pins	5	10
Recording book and pencil for recording injury and illness first aid	1	1
Gauze pieces 75mm x 75mm, sterile (packets contain 5)	5 packets	20 packets
Leaflet, First Aid Instructions	1	1

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