



SURF LIFE SAVING AUSTRALIA

FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

NB: These minimum standards currently act as guidelines for clubs and services; however, clubs and services will be required to comply in the 2011/2012 season.

AIM

The aim of this policy is to ensure a national standard and consistency is adopted for first aid kits and first aid rooms throughout Australian surf lifesaving clubs and services.

This helps all clubs and services provide efficient and effective first aid services to the community using Australia's beaches and coastline.

FIRST AID KITS AND ROOMS

(1) Clubs and services are required to be familiar with their relevant state/territory first aid workplace/occupational requirements or code of practice. Please refer to APPENDIX A.

(2) Australian surf lifesaving clubs and services should comply with the SLSA first aid minimum standards list set out in this policy. Please see APPENDIX B for the list of first aid kit items and APPENDIX C for a full list of first aid room requirements.

Minimum standard for first aid kits

Please see APPENDIX B for the list of first aid kit items

1. Clubs should maintain multiple first aid kits and at least one kit should be found in the following locations:
 - Club house or service building
 - Primary patrol area
 - Outpost patrols (patrol systems that are established away from the primary patrol area)

NB: Larger clubs and services should assess the need for multiple kits. This need can be assessed using a suitable risk analysis tool. These tools can be found in your state/territory codes of practice/guidelines; please refer to APPENDIX A.

2. Sufficient supplies for restocking are to be kept within the club house, service building or first aid room.
2. First aid kit items should be disposable sterile items (where possible) to minimise the risk of cross infection.
3. All reusable items should be cleaned as per directions from product manufacturer



SURF LIFE SAVING AUSTRALIA

FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

4. A list of first aid kit supplies should be kept with every first aid kit or in the first aid room to ensure correct re-stocking.
5. A list of emergency numbers should be kept with every first aid kit
6. First aid storage kits are only to be purchased from suppliers listed on the SLSA 'Approved Gear and Equipment List' located on the SLSA website or from a nominated state/territory supplier.
7. As a minimum requirement, first aid kits should be stocked with the items found in these guidelines APPENDIX B. Additional first aid items (excluding scheduled or over-the-counter medication) can be added if a local risk analysis deems them necessary.
8. First aid kits are to be checked on a regular basis (by Gear Steward, First Aid Officer or senior club member) to ensure supplies are adequate and in good condition.
9. Paracetamol and other scheduled or over-the-counter medications are NEVER to be included in a SLSA first aid kit or room.
10. Clubs and services with special needs, i.e. those areas at risk of marine stingers, sharks, crocodiles, should note the additional items list.

Minimum standard for first aid rooms

Please see APPENDIX C for the list of first aid room items

The Building Code of Australia requires the provision of a first aid room supervised by a staff member/s with an occupational first aid certificate (or higher qualification) in any new building built after 1 January 1992 that houses more than 200 workers.

(Workers: Any employed or financial registered member of the club or service)

First aid rooms are not compulsory for clubs and services that do not satisfy this above requirement.

Clubs and services should conduct a risk assessment of their beach first aid needs and demands and designate a first aid room where necessary.

The following minimum standards are to be adhered to where a club or service has a first aid room:



SURF LIFE SAVING AUSTRALIA
FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

A first aid room should:

1. Be clearly marked FIRST AID (Style Guidelines: Australian Standard AS 1319 – Safety Signs for the Occupational Environment)
2. Be set aside exclusively for first aid purposes
3. Be well lit and well ventilated
4. Be at least 14 square metres in size with impermeable flooring.
5. Be able to provide privacy for people being treated
6. Be regularly cleaned and sanitised
7. Have easy access to toilets and showers
8. Be suitably located, with convenient access
9. Have sufficient space for equipment to be stored and used effectively
10. Have adequate access for stretchers or wheelchairs
11. Allow easy entry and exit for ambulances or emergency vehicles
12. Contain a means of communication (telephone/radio)

APPENDIX A: STATE/TERRITORY CODES OF PRACTICE/GUIDES FOR FIRST AID

Surf lifesaving clubs and services are advised to refer to the individual state and territory law or code of practice for occupational first aid requirements.

NSW

WorkCover NSW

First Aid in the Workplace: Guide

<http://www.workcover.nsw.gov.au/Pages/default.aspx>

Publications - OHS Responsibilities



SURF LIFE SAVING AUSTRALIA
FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

QLD

Department of Employment and Industrial Relations
First Aid Code of Practice 2004
<http://www.deir.qld.gov.au/>

VIC

Victorian WorkCover Authority
First Aid Code of Practice 2004
<http://www.workcover.vic.gov.au/wps/wcm/connect/WorkSafe>

SA

SafeWork SA
Codes of Practice – First Aid Facilities and Services
<http://www.safework.sa.gov.au/>

WA

Department of Consumer and Employment Protection (WorkSafe)
Codes of Practice – First Aid Facilities and Services
<http://www.commerce.wa.gov.au/index.htm>

TAS

WorkCover Tasmania
A Guide to First Aid in the Workplace
<http://www.workcover.tas.gov.au/>

NT

NT Worksafe
A Guide to First Aid in the Workplace
<http://www.worksafe.nt.gov.au/>



SURF LIFE SAVING AUSTRALIA
FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

APPENDIX B: Minimum standard supply list - First Aid Kits

ITEM	MINIMUM NUMBER	PURPOSE
Adhesive dressing tape (hypoallergenic)	1 x roll (2.5cm x 5m)	Secure dressings and strapping
Adhesive plastic dressing strips, sterile,	2 x packets of 50	Minor wound dressing
Broad spectrum sunscreen SPF 30+	1 x bottle 200ml	Reduce risk of sun burn
Disposable gloves	10 x pairs	Infection control for first-aider and patient
Dressings: non-adherent, sterile	5 x 7.5cm x 7.5cm	Wound dressing
Eye Pads	5	Eye cover
First aid pamphlet (WorkCover approved)	1	First aid information
Gauze squares, sterile	5 x packets	Cleaning wounds
Hospital crepe or conforming bandage	3 x 50mm 3 x 75mm 1 x 100mm	Hold dressings in place; immobilisation; pressure immobilisation bandage.
Ice or reusable ice pack	2 x reusable ice packs or 3kg provision stored in ice machine/esky/freezer	Reduce inflammation of sprains and strains. Treatment of some marine stingers
Note pad and pencil	1 set	Record the injured or ill person's condition and the treatment given
Plastic bags; small, medium and large	2 of each size	Waste disposal and amputated parts
Rescue blanket, silver space	1	Protection from the elements
Safety pins	1 x packet	Secure bandages and slings
Scissors, blunt/sharp-nosed, minimum length 12.5cm	1	Cut dressings or clothing
Sharps disposable container	1	Infection control and disposal purposes
Splinter forceps	1	Remove foreign bodies
Splinter probe, disposable	2	Remove foreign bodies
Sterile eyewash solution	12 x 10ml single use vials or sachets	Emergency eye wash or irrigation of eyes and wounds. The solution must be discarded after opening
Swabs, antiseptic, pre-packed	1 x pack of 10	Clean wounds and skin
Triangular bandages, minimum 90cm	8	Slings, support and/or padding
Wound dressings, sterile, non-medicated, large	10	Control bleeding and cover wounds



SURF LIFE SAVING AUSTRALIA
FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

Minimum standard supply list – Additional items for first aid kits

ITEM	MINIMIM NUMBER	PURPOSE
Marine Stingers Kit		
Ice	2 x reusable ice packs or 3kg provision stored in an ice machine/esky/freezer	Treatment of Bluebottle marine stings
Vinegar	1 x 1 litre bottle	Box jellyfish and irukandji marine stings
Major Hemorrhage Kit		
Clean towels	2	Control bleeding
Crepe bandages	4 (15cm)	Hold dressings in place
Multi -trauma dressings	10 (20cmx20cm)	Control bleeding and cover wounds
Tourniquet	1	Control bleeding when all other measures fail
Universal/rescue shears	1	Remove clothing

NB: Clubs and services that have the added threat of dangerous marine stingers, crocodiles or shark attacks are to include the above in their first aid kits. Clubs and services are to consult their state/branch offices for direction.

APPENDIX C: Supply List - First Aid Rooms

ITEM	MINIMIM NUMBER
Clean blankets – cotton or woollen	2
Clean sheets	2
Clean towels	2
Contaminated waste disposal bin and waste bags	1 and 5
Contents of first aid kit as outlined above	1 x kit
Electrical power points	Panel of two or four
Emesis (vomit) containers (disposable or plastic)	1
Examination couch/bed	1
Examination lamp	1
Hand cleaner/hand wash solution + nail brush	1
Ice packs in freezer (or ice machine with bags) or disposable instant packs	5
Kettle or access to boiling water	1
Kidney dish	3
Large bucket/basin for the immersion of feet	1
Lined rubbish bin for general waste	1
Lockable fixed storage cabinet to house:	1
- Log book/register	
- First aid supplies	



SURF LIFE SAVING AUSTRALIA
FIRST AID KITS AND ROOMS

**POLICY
NUMBER
3.11
JULY
2009**

- Spare oxygen bottles	
Log book or register to record treatments	1
Moveable curtain/screen for privacy	1
Non-permeable apron for first aid work	1
Notice Board Showing: 1. SLSA resuscitation charts 2. Emergency numbers and maps to nearest hospital/doctor surgery Copy of the current edition of an occupational first aid handbook approved by WorkCover'	1
Oxygen equipment with disposable resuscitation masks	1 x kit
Paper towels & dispenser or air dryer	1
Pillows - plastic cover & pillow Case	2
Safety glasses/goggles	1
Sink with hot & cold water	1
Sharps disposal unit	1
Spare oxygen cylinder	1
Splints; wooden or cardboard	1 set
Stool or chair	1
Stretcher or lifting device for immobile patients.	1
Table or bench	1
Telephone or radio	1