

## SCHEDULE



# First Aid Resources Schedule

<b>Purpose</b>	This schedule documents the first aid resources supplied by Macquarie University, including: <ul style="list-style-type: none"><li>• first aid officers</li><li>• first aid kits</li><li>• first aid rooms</li><li>• recovery / treatment rooms</li><li>• External Automated Defibrillators.</li></ul>
<b>Schedule</b>	<p><b>FIRST AID OFFICERS</b> Macquarie University maintains a register of <a href="#">First Aid Officers</a>.</p> <p>First Aid Officers are provided with a Green Baseball Cap with the words <b>First Aider</b> on it. In the event of an emergency on campus, First Aiders should collect their first aid kit and put on their cap so that they can be easily identified.</p> <p><b>FIRST AID KITS</b> All work areas must have a first aid kit located in a prominent position and clearly signposted.</p> <p>First aid kits should be :</p> <ul style="list-style-type: none"><li>• located in easily accessible areas</li><li>• wall mounted and portable to allow for transport to an injured person</li><li>• located in a supervised area in close proximity to a first aid officer</li><li>• located close to running water, toilets and a private area where treatment can be administered</li><li>• clearly signposted with an appropriate safety standard sign (white cross on green background) and have an updated listing of First Aid Officers for that area.</li></ul> <p>Kit types are:</p> <p>Kit A For construction sites at which 25 or more persons work and for other places of work at which 100 or more persons work.</p> <p>Kit B For construction sites at which less than 25 persons work and for other places of work at which less than 100 and more than 10 persons work.</p> <p>Kit C For any place of work, other than a construction site, at which 10 or less persons work.</p> <p>A Kit B is recommended for all Macquarie University buildings.</p>

A Kit C is a requirement for all Macquarie University cars and boats.

The number and type of first aid kits per work area depends on:

- the types of work being undertaken and the hazards associated with that work. Laboratories and workshops typically require more kits than administrative areas
- the number of people that access or use a building. Buildings with higher usage may require more kits than buildings with lower usage
- the size and layout of the building

Smaller portable first aid kits (bum bags) increase portability and can be kept on the First Aid Officer's desk.

First Aid Officers are responsible for ensuring that the first aid kits in their area are kept clean, tidy and stocked. First Aid Officers are required to check the contents of the kit fortnightly, to ensure that adequate resources are available.

The following levels of stock should be maintained in a first aid kit:

<b>First-Aid Kit</b>			
<b>Description of Appliance or Requisite</b>	<b>Kit A</b>	<b>Kit B</b>	<b>Kit C</b>
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5cm x 5cm	1	1	*
Bags, plastic for amputated parts: small	2	1	1
Bags, plastic for amputated parts: medium	2	1	1
Bags, plastic for amputated parts: large	2	1	*
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	2	*
Eye pads, sterile	5	2	*
Gauze bandages, 5cm	3	1	1
Gauze bandages, 10cm	3	1	*
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	*
Safety pins, packets	1	1	1
Scissors, blunt/short nosed, minimum length 12.5cm	1	1	*
Splinter forceps, stainless steel	1	1	*
Sterile eyewash solution, 10ml single use ampoules or sachets	12	6	*
Swabs, prepacked, antiseptic, packs of 10	1	1	*
Triangular bandages, minimum 90 cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-Aid pamphlet	1	1	1

All first aid kits should contain a sharps container.

The University **does not** provide nor keep analgesics in its first aid kits. Kits and replenishment stocks can be ordered directly from

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**FIRST AID ROOMS**

Macquarie University has two fully equipped first aid rooms, located in buildings C1A (Security) and Y3A and managed by experienced First Aiders.

**RECOVERY / TREATMENT ROOMS**

There are nine recovery/treatment rooms at the following locations:

**Building Level Room No**

C3A	3	301
C7A	4	432B
E11A	1	162
E3A	0	005
E8A	1	107
E8A	0	024B
W10A	2	251
X5B	1	109 (chair only)
Y6A	2	212

First Aiders located near at recovery/treatment room are responsible for ensuring that the room is clean and tidy, and not used by others.

**EXTERNAL AUTOMATED DEFIBRILLATORS (EADs)**

There are EADs located at the following locations: building Y3A, the Medical Centre, the Sports and Aquatic Centre and a mobile kit located with Security. All EADs are operated by staff trained in Advanced Resuscitation.

<b>Contact Officer</b>	Manager, Health and Safety
<b>Date Approved</b>	27 July 2011
<b>Approval Authority</b>	Vice-President People and Services
<b>Date of Commencement</b>	27 July 2011
<b>Amendment Dates</b>	<p>30 March 2020 – Approval Authority updated to Vice-President People and Services in accordance with University Delegations of Authority.</p> <p>5 Aug 2019 – Updated Approval Authority from Director, Human Resources to Vice-President, University Services and Strategy (VPSS) in accordance with VPSS responsibilities per Delegations of Authority Register.</p>
<b>Date for Next Review</b>	May 2015
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