

## CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

### First Aid Kit Checklist – Classrooms

To be completed using Children's Services Safety Guidance Procedure No. 08/07 (First Aid)

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Date of First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Classroom First Aid Box	Minimum Required	Actual Quantity	
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	8-30		
3	Individually wrapped triangular bandages (preferably sterile)	2		
4	Large individually wrapped sterile unmedicated wound dressings	1		
5	Medium individually wrapped sterile unmedicated wound dressings	1		
6	Individually wrapped cleansing wipes	4		
7	Pair of disposable gloves	2		
8	Sterile eye pads	1		
9	Airway reviver	1		
10	N/Saline pods	2		
11	Clinical waste bag	1		
12	Vomit Bags	2		
Additional Checks				
1	Are all items of first aid within expiry date?	YES		
2	Are all items of first aid in good, undamaged condition?	YES		
3	Is the first aid kit/box in good condition & undamaged?	YES		
4	Is the location of the first aid kit/box clean and accessible?	YES		
5	Is the first aid location sign present & in good condition?	YES		
6	Is the list/sign of trained first aiders present & up-to-date?	YES		
Summary of Actions				
FIRST AID KIT PASSED (eg. 3-MONTH) CHECK & NO ACTION REQUIRED		YES		
Actions required if 'NO'				
Name of Assessor		Signature of Assessor		Assessed Date
Follow-up Actions				
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED			YES	
Name		Signature		Date