

INFORMATION DOCUMENT

FIRST AID PROVISION

First Aid provision is an essential part of maintaining good levels of health and safety when providing transport, excursions, and activities. This includes having the correct equipment, facilities, and trained personnel available so that if immediate help is needed, it can be provided to staff and members of the public.

First Aid is necessary to sustain life until competent medical assistance can be obtained. This includes fundamental emergency first aid training in the recovery position, controlling bleeds, securing broken bones, choking and CPR.

All first aid kits should be in a known, easily retrievable, and documented location. If the activity is mobile or on foot, then the activity leader or guide should have a portable kit or wear a pouch. First Aid kits should be checked at least monthly to ensure that they are in the correct location and that all contents are in-date, adequately stocked and free from any damage.

A basic first aid kit may contain:

- plasters in a variety of different sizes and shapes
- small, medium, and large sterile gauze dressings
- at least 2 sterile eye dressings
- triangular bandages
- crêpe rolled bandages
- safety pins
- disposable sterile gloves
- tweezers
- scissors
- alcohol-free cleansing wipes
- sticky tape
- thermometer (preferably digital)
- distilled water for cleaning wounds
- purified water eye wash and eye bath
- antiseptic wound cleaner

Please inform customer that they must bring the necessary medicines with them or, if they need to buy they must go to the pharmacy themselves.

Careful thought must be given to activities that take place in remote or difficult to reach locations such as snorkeling where the incident may happen in open water and orienteering where there may not be easy access to immediate medical help. First Aiders should be able to get to the scene of an incident quickly, so it is important that if the activity is mobile, the centrally trained first aider is also part of the activity.

The First Aid Kit can be extended and differ in added contents considering the type of activity taking place. Some examples are shown below:

Water Sports and Parks

- 1 blanket (space blanket)
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress

Hiking, Trekking and Rock Climbing

- Finger splint
- SAM splint
- Rolled gauze
- Elastic wrap
- Cleansing pads
- Blood-stopping gauze
- Liquid bandage
- Triangular bandage
- Multi tool (or a pocket knife)
- Cottons swabs
- Thermometer
- Irrigation syringe
- Blunt-tipped scissors
- Small mirror
- Surgical gloves
- CPR mask
- Duct tape
- Waterproof packaging to carry kit
- Headlamp (or flashlight)
- Whistle
- Heat-reflecting emergency blanket

Jeep Safari, Buggies and other motorized vehicles

- Burn aid gel
- Disposable emergency blanket
- Instant Cold pack
- Instant Hot pack

In all instances there should be competently trained first aiders who are trained to use the contents of the first aid kit. There are various courses that can be taken to suit different types of activities and customers such as defibrillator training, CPR, pediatric first aid and remote (wilderness) first aid. After the completion of any of these courses, official certification should be issued and kept available to be evidenced in case of an audit.

A First Aid Policy should be available and easily accessible. This will include the names of appointed first aiders, location of first aid kits and a schedule for regularly checking equipment. It is important to keep these details up to date.

In all instances of administering first aid, an accident form should be completed, and a logbook used to document any incidents that have taken place including the nature of the event, who was involved and what first aid was carried out.