**First Aid Box Contents**

The official University first aid box should contain the following items:

Health & Safety supply all basic first aid supplies. If any of your first aid boxes are requiring any of the items listed below, please complete the requisition form below and email to safety@sheffield.ac.uk

**PLEASE DO NOT ORDER SPECIFIC ITEM(S) THAT ARE STATED BELOW IF NOT REQUIRED. DECIDING WHAT TO INCLUDE SHOULD BE BASED ON AN THE DEPARTMENTAL FIRST AID RISK ASSESSMENT OF FIRST AID NEEDS FOR THE PARTICULAR AREA.**

There is no mandatory list of contents for first-aid boxes and HSE does not 'approve' or endorse particular products. As a guide, a minimum stock of first aid items might be:

**First Aid Box Contents for Low Risk Areas (Office/Reception) OR 1-25 people**

Box Size: 18cm x 27cm x 9.5cm

- X1 First Aid in an Emergency Booklet - 2016
- X4 Medium Dressing
- X2 Triangular Bandage
- X1 Conforming Bandage
- X2 Eye Pads
- X1 Pack of 10 Wipes
- X6 Pairs Nitrile Powder Free Gloves (Large)
- X1 Disposable Heat Retaining Foil Blanket  
  *(Dependent on first aid risk assessment)*
- X1 Tuff Kut Scissors

- X1 Disposable Apron
- X1 Large Dressing
- X1 First Aid Finger Dressing
- X1 pack of x6 Safety Pins
- X2 Pack of 10 Adhesive Plasters
- X1 Microporous Tape
- X9 Pairs Nitrile Powder Free Gloves (Large)
- X1 Disposable Heat Retaining Foil Blanket  
  *(Dependent on first aid risk assessment)*
- X1 Tuff Kut Scissors

**First Aid Box Contents for High Risk Areas (Laboratories/Workshops/Catering) OR 1-50 people**

Box Size: 28cm x 24cm x 9cm

- X1 First Aid in an Emergency Booklet - 2016
- X6 Medium Dressing
- X3 Triangular Bandage
- X2 Conforming Bandage
- X3 Eye Pads
- X3 Packs of 10 Wipes
- X9 Pairs Nitrile Powder Free Gloves (Large)
- X2 Disposable Heat Retaining Foil Blanket  
  *(Dependent on first aid risk assessment)*
- X1 Tuff Kut Scissors

- X1 Disposable Apron
- X2 Large Dressing
- X3 First Aid Finger Dressing
- X2 Packs of x12 Safety Pins
- X6 Packs of 10 Adhesive Plasters
- X1 Microporous Tape
- X1 Revive-Aid
- X2 Burnshield Dressing
- X1 Revive-Aid
- X2 Burnshield Dressing
First aid at work does not include dispensing tablets or medicines to treat illness. Tablets and medicines must not be kept in the first-aid box.

On the inner side of the lid to the first aid box, should be appended a list of trained persons in the department and/or area, who are in possession of a full, current First Aid at Work Certificate within the last three years. The name of the person responsible for the upkeep of first aid equipment should also appear on this list.

IMPORTANT NOTES:

1. All departments have a duty to regularly reassess the workplace first aid needs so that all employees, students and visitors are properly safeguarded against accidents and illnesses.

2. Antiseptics are not normally required when drinking water is available. However, departments may, if they wish, stock up to 10 individual anti-septic wipes (NOT alcohol impregnated). No other form of antiseptic is permitted.

3. Eye baths and eye ointments are not recommended by current ophthalmologic practice and must not appear in first aid boxes.

4. In areas where there is a significant risk of eye contamination (e.g., laboratories) at least one disposable sterile container of 0.9% aqueous sodium chloride should be kept near the first aid kit for eye irrigation purposes with a second in close proximity (e.g., next door). A minimum of two units (four in HF areas) should be stocked, particularly if drinking water is unavailable.

5. If the first aid kit is located in an area used by food handlers, those using microorganisms or radio-active material, the adhesive dressings must be water-proof (not fabric, low allergy or perforated film). In food handling areas these should be blue.

6. In addition to the first aid equipment for high risk areas, each box should be supplied with:
   - Two self-seal plastic bags (approx 17cm x 17 cm) for the disposal of contaminated material
   - Two pairs of disposable plastic gloves (PVC gloves are preferable to rubber latex (particularly powdered latex gloves) as allergy problems are becoming significant. This could affect either the first aid person or the casualty).

First aid boxes must have a white cross with the words "First Aid" in white on a green background affixed to the front.

The door of the room should be similarly marked.

7. Where an individual or small group is working away from normal first aid facilities, travelling first aid kits should be carried. These should consist of x1 of each item on the above lists.

How often should the contents of first-aid boxes be replaced?
Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items

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disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

More advice is given in HSE’s free leaflet: http://www.hse.gov.uk/pubns/indg214.pdf
# FIRST AID SUPPLY REQUISITION FORM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY REQUIRED</th>
<th>REASON</th>
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</thead>
<tbody>
<tr>
<td>FA Box 1-25 People</td>
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<td>Full:</td>
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<td>Empty:</td>
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<td>FA Box 1-50 People</td>
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<td>Full:</td>
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<td>Empty:</td>
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<td>FA Box Refill 1-25 People</td>
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<td>FA Box Refill 1-50 People</td>
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<td>FA Emergency Booklet (2016)</td>
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<td>Large Dressing</td>
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<td>Medium Dressing</td>
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<tr>
<td>Triangular Bandage</td>
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<td>Conforming Bandage</td>
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<tr>
<td>First Aid Finger Dressing</td>
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<tr>
<td>Eye Pad</td>
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<tr>
<td>Adhesive Plasters (10 per pack)</td>
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<td>Wipes (10 per pack)</td>
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<td>Safety Pins (6 per pack)</td>
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<tr>
<td>Gloves (Pair)</td>
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<td>Disposable Heat Retaining Foil Blanket</td>
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<td>(dependent on first aid risk assessment)</td>
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<td>Burnshield Dressing</td>
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<td>(dependent on first aid risk assessment)</td>
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<td>Biohazard Bag</td>
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<td>Microporous Tape</td>
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<td>Revive-Aid</td>
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<td>Tuff Kut Scissors</td>
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<tr>
<td>Disposable Apron</td>
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</tbody>
</table>
Upon completion of the requisition form, please email to safety@sheffield.ac.uk

Please order **only** what is needed. Please be aware, if you require a large amount of supplies, we may be required to order in additional stock.

Thank you.